



Overview

At O'Shea Builders, our passion for building comes from within. Whether it's constructing spaces perfectly suited for healing, teaching students, or serving customers, we are driven to help our clients accomplish extraordinary things. But that only happens because we are committed first to building an extraordinary team of professionals. Working at O'Shea means that you have the opportunity to be part of a highly skilled group of people who are sincerely committed to professional excellence, client service, and a whole lot of fun.

We are seeking a well-organized, friendly, and **motivated Construction Administrator** to join our Champaign team. You will provide essential support to multiple project management teams on multiple projects, and handle essential administrative activities.

What You'll Do

- Guardian of **"The O'Shea Way"** construction administrative processes and procedures.
- Participate in administration meetings, staff meetings, and project management meetings as required, including but not limited to scheduling, preparation, and meeting minutes.
- Coordinate all documentation resulting from the project management process.
- Coordinate project set-up including **customizing electronic folders** for office and field teams.
- **Attend** preconstruction meetings with Owner/Subcontractors as needed and coordinate internal preconstruction meetings.
- Prepare, distribute, and file all **project correspondence** in accordance with the policies and procedures of "The O'Shea Way" to ensure a complete **project record** is accumulated.
- Distribute requests for information (RFI) logs, submittal logs, and change order logs to project management **teams** weekly or as agreed upon per project.
- **Create**, log, distribute and track subcontracts, purchase orders, master subcontractor agreements, change requests, subcontract/owner change orders, contingency draw requests, transmittals, submittals and RFIs.
- **Organize and maintain** project drawings, plans and electronic files.
- **Coordinate** project close-out implementation plan including development and distribution of logs, assembling operation and maintenance binders, warranty binders.
- **Archive** electronic files, emails, and any project specific site binders at completion of projects.
- Collect and submit to accounting all receipts, packing slips, pay applications, invoices, waivers, and any other financial documents.
- Assist with the review and **continuous improvement of processes** and procedures.



What We're looking for in You

- Strong **organizational skills** and attention to detail.
- Ability to maintain **process control** and hold others accountable to processes.
- Excellent oral and written **communication** skills.
- **Strong** keyboarding, proofreading, and editing skills.
- Ability to prioritize and **handle pressure** in a fast-paced environment.
- Ability to maintain flexibility and a positive **attitude** at all times.
- Ability to get along with different personalities and be a fully contributing **Team Player**.
- Ability to perform basic mathematical equations: addition, subtraction, division, multiplication and simple percentages.
- Works with a sense of urgency and **takes initiative**.

Qualifications

- High School Diploma or equivalent, Associate's Degree preferred.
- Minimum 5 years' administrative experience, construction experience preferred.
- Efficient with Microsoft Office (Word, Excel, PowerPoint), Windows, Adobe, and Internet.
- Willing to learn Prolog, Spectrum, Bluebeam and other Owner/Designer specified programs.

What You'll Get

- **A Lively Culture:** Access to a fast-growing city and college town with plenty to see and do, annual O'Shea Team Appreciation party, the "O'Shea Outrageous Games," which you just have to experience, and more.
- **Casual Dress:** Every day is "Casual Friday."
- **Encouraging Environment:** You'll grow and learn in a supportive atmosphere.
- **Competitive Wage:** We attract the best, and we pay them well.
- **Convenience:** This position is located just a short drive from the University of Illinois Urbana-Champaign's bustling campus with easy access to shopping, restaurants, and entertainment/sporting events at the State Farm Center.

Interested? Contact Josh Frye, Asst. Director of Employee Development and Engagement at jfrye@osheabuilders.com or (217) 670-8421. Visit our website at www.osheabuilders.com.