JOIN OUR TEAM!

CONSTRUCTION ADMINISTRATION SPECIALIST | RICHMOND

Speight, Marshall & Francis (SMF) is searching for an experienced Construction Administration Specialist who is looking to make a difference! We're a small, team-oriented firm with a knack for developing cost-effective, creative, and award-winning structural engineering solutions for our clients. If you thrive in a fast-paced setting and have a strong attention to detail to communicate design to constructability, this could be the place for you! We emphasize a collaborative, family first work environment across our 45+person team. We have over 31+ years of experience in the industry, and we're licensed to work in 32 states! Check out some of our past projects here!

WHAT TO EXPECT FROM US

Perks, Benefits, & Pay:

As a SMF team member, you'll enjoy an excellent benefits package including great healthcare coverage, paid time off, flexible scheduling, and more! We support our team in their professional growth; continued education opportunities are available, as well as frequent "lunch & learns" to stay on top of industry standards. We have many company-sponsored events like happy hours, cookouts, and other internal events throughout the year. Salary compensation is based on experience. See what we're about | Instagram, LinkedIn, Facebook!

WHAT YOU'LL BE DOING

Duties & Responsibilities:

SMF is seeking a detail-oriented and organized Construction Administration Specialist to support our Structural Engineering and Special Inspections team in the Richmond office throughout the construction phase of projects. This individual will play an important role in coordinating construction administration activities, managing project documentation, tracking submittals and requests for information (RFIs), and facilitating communication between engineers, contractors, architects, and other project team members.
The ideal candidate is proactive, highly organized, and comfortable managing multiple projects and deadlines in a fast-paced environment. This position requires strong communication skills, and attention to detail.



Westminster Canterbury | Virginia Beach, VA

WHAT WE'RE LOOKING FOR

Requirements & Qualifications:

- Associate degree or equivalent experience in construction, engineering, architecture, or a related field preferred.
- Construction administration or A/E industry experience preferred, with familiarity in construction drawings, submittals, RFIs, and project documentation.
- Strong organizational skills, attention to detail, and ability to manage multiple deadlines.
- Excellent written and verbal communication skills with a professional, team-oriented approach.
- Proficiency in Microsoft Office (Outlook, Word, Teams, and Excel) and ability to learn project management software.



Williams Mullen Building | Richmond, VA



Westhampton School Redevelopment | Richmond

APPLY TODAY

Next Steps:

Send your resume and cover letter to resumes@smandf.com! Please specify which location you're interested in. Once our team receives your application, we'll be in touch!