



Location: Affiliate Office

Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Job Title	Construction Administrator
Reports To	Chief Construction Officer
Employment Type	Employee
FLSA Status	Full Time - Exempt
Date	May 4, 2026

Job Description

Job Title: Construction Administrator

Job Summary:

We are seeking a detail-oriented residential Construction Administrator to support business operations in residential building projects. This role will coordinate project documentation, assist with scheduling, manage accounts payables, and ensure compliance with safety and quality standards.

Key Responsibilities:

- Assist project managers with scheduling, procurement, project accounting and documentation.
- Track and organize permits, contracts, and other project documentation.
- Serve as a liaison between contractors, vendors, and internal teams.
- Monitor project timelines and budgets, ensuring adherence to schedules.
- Maintain and update project files, reports, and administrative systems.
- Ensure compliance with safety standards and regulatory requirements.
- Build and maintain strong homeowner, donors, and community relationships to support Habitat's mission.
- Assist Project Managers in submitting applications for permits, revisions, inspection requests, and closeout documentation
- Participate in regular department meetings and prepare detailed meeting minutes shortly after each meeting.
- Support the efforts of the entire construction team.
- Answer land line calls to the construction department.
- Receive and manage requests for warranty service.

Qualifications:

- Associate's degree in construction management or business administration, or related field (preferred).
- Proven experience in construction administration or project coordination.
- Strong organizational and multitasking skills.
- Proficiency with construction management software (**RedTeam** experience preferred) and MS Office (Word, Excel, Project).

- Knowledge of construction processes and safety standards.
- Excellent communication and problem-solving abilities.

Preferred Qualifications:

- Experience with cost estimating and budget management.
- Familiarity with construction accounting and project controls
- Construction-related certifications
- Excellent written and verbal communication skills

Work Environment:

- Full-time, on-site and office hybrid (depending on project needs).
- Competitive salary and benefits package.

Habitat is an Equal Opportunity Employer and a Drug Free Workplace.