



Construction Administration Specialist

📍 Newport, KY (In-Person)

Role Overview

At Emboss, Construction Administration (CA) is where drawings meet the real world—and we take that seriously. The **Construction Administration Specialist** is the glue between our design team and the job site, ensuring that what we envisioned is what actually gets built. This role calls for equal parts technical precision and people savvy: someone who can maintain design integrity, anticipate conflicts, resolve issues with confidence, and represent Emboss with clarity and professionalism.

Reporting to the CEO and Director of Architecture & Operations, this person helps shape and elevate how we deliver projects in the field. If you're calm under pressure, detail-obsessed, and at home on job sites as much as in front of a set of drawings, you might be our person.

Emboss is a mission-driven architecture firm specializing in **thoughtful, high-impact design** across a diverse mix of project typologies—**K-12 schools, hotels, apartments, bourbon distilleries, work environments, and community-driven projects for local non-profits**. With **60+ projects in motion**, we're committed to quality, purpose, and team sustainability.

What You'll Do

Project Execution & Field Leadership

- Act as the point of contact during construction, representing Emboss to owners, GCs, and consultants.
- Lead or attend site meetings and produce concise, clear field reports.
- Review and respond to RFIs and submittals with speed and clarity, coordinating with our internal team as needed.
- Review change orders and pay applications with a critical eye for scope creep and budget misalignment.
- Identify and resolve field issues, protecting design intent without escalating unnecessary drama.
- Spend approximately 60% of your time in the field and 40% on internal documentation, process improvement, and team collaboration.

Process Development & Internal Support

- Help define and refine how Emboss does CA—creating templates, workflows, and playbooks that scale.
- Collaborate with the Director of Architecture & Operations to ensure CA work is properly staffed and tracked.
- Contribute to QA/QC reviews before projects go out the door, helping reduce rework and improve coordination.





- Document lessons learned and support post-mortem evaluations to help future projects go more smoothly.

Mentorship & Influence

- This role isn't about managing a big team—it's about making the whole team better. You'll mentor emerging architects in how to show up on job sites with confidence, clarity, and professionalism.
- Offer guidance, not just corrections, helping others improve their own CA instincts and decision-making.

Client & Contractor Communication

- Represent Emboss with tact and confidence in the field and in meetings.
- Build strong relationships with clients, consultants, and GCs to keep projects moving and issues contained.
- Actively listen for client pain points or contractor confusion, connecting the dots before issues escalate.
- Participate in occasional interviews or preconstruction meetings when your expertise can add value.

Who You Are

- **Experienced** – You've spent years on job sites and know how buildings go together, not just how they're drawn.
- **Mindful** – You think before you speak, you choose your battles wisely, and you keep your cool.
- **Built for this** – Field reports, RFIs, and construction conflict? You don't flinch—you lean in.
- **Organized** – You track details, deadlines, and documentation like a pro.
- **Savvy** – You speak GC fluently and know how to read between the lines.
- **Solutions-Oriented** – You don't just point out problems; you offer pathways forward.
- **Elevated** – You carry yourself with professionalism, clarity, and confidence.
- **Dependable** – The team knows you'll show up, follow through, and hold the line when needed.

Required Experience

- 8+ years in architecture, construction administration, or construction management.
- Bachelor's degree in Architecture, Construction Management, or related field preferred.
- Strong working knowledge of building systems, codes, AIA contract documents, and specifications.
- Familiarity with project management platforms such as Procore
- Licensure (or pursuit of licensure) is welcomed but not required.
- Comfortable navigating construction sites and working across multiple active projects.





What We Offer

- Competitive salary based on experience
- **In-person role** at our Newport, KY office (we believe in collaboration)
- Health benefits, PTO, and **professional development support**
- A meaningful role in a **high-trust, high-impact firm**

How to Apply

1. Complete our Culture Index survey: <https://go.cultureindex.com/s/kLFZgUEdJm>
2. Send your resume + short cover letter to Emma@EmbossDesign.com

