



## Job description

<b>Job details:</b>	Bilingual Construction Submittal Specialist
<b>Salary:</b>	Commensurate with Experience (Senior and Entry-Level Roles available)
<b>Job Type:</b>	Full-time (on-site)
<b>Qualifications</b>	Bachelor's Degree in Law, Business Administration, Engineering, or Architecture Construction Experience preferred
<b>Location:</b>	Mexico City (on-site)
<b>Training:</b>	Included

**The Submittal Specialist** works under the general supervision of the Chief Technology Officer (CTO) and Construction Superintendent (CS). Receives assignments in the forms of plans and specifications covering the work to be accomplished by the company and helps prepare the submittals required for completion of the work. This role is expected to initiate action to begin work and update key stakeholders using means available. On questions or problems in connection with the construction, the Submittal Specialist is expected to resolve those within his/her authority to settle; on those reserved for others, recommends solution. Overall review of work of the role is made by a review of reports and correspondence, conferences with leadership, colleagues, and with officials visiting the project concerning features of work, inspection of completed structures, and overall results obtained from subcontractors and Government employees.

### **Responsibilities**

Projects being constructed include a wide variety of complex and unique facilities located at military installations. The Submittal Specialist organizes, supervises, and directs the submittal activities in accordance with the contract. Works with on-site construction staff on a variety of administrative and technical transmittals. Participates in design and planning review conferences to discuss construction aspects and problems. Supports the selection process. Reviews project plans and specifications to determine such things as practicability from a construction standpoint, whether physical obstructions or other construction difficulties have been anticipated, and whether materials selected are readily available.

### **Qualifications**

- Bilingual in English and Spanish
- Experience writing Construction Submittals
- Applicants considered for this role include Attorneys, Engineers, and Architects
- Recent graduates and experienced professionals are encouraged to apply

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