

## ARCHITECTURAL PROJECT COORDINATOR

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an architecture, engineering and interior design firm based in Michigan, is looking for a talented Architectural Project Coordinator. This position is responsible for organizing and coordinating the development of construction documents. Technical expertise and experience are used to collaborate with the project team through coordination and quality assurance processes throughout the project. In addition, participate in document and clarification efforts, as well as submittal review and site observation during bidding and construction. This position may act as Architectural Technical Support on large scale projects.

### POSITION RESPONSIBILITIES

- Understand project manager expectations throughout each phase of the project.
- Perform the coordination efforts with project designer in translating design into contract documents.
- Review and understand project scope and contract for professional services.
- Coordinate project team and through collaboration with all disciplines, lead the development of:
  - Project Plan
  - Code Review
  - Development of Contract Documents
  - Communication and exchange of information
- Create, organize and coordinate the following:
  - Document format and arrangement of information
  - Document review for accuracy
  - Project milestone progress
  - Scheduling and coordinating document reproduction
- Review documents with Designer for compliance with design concepts.
- Support Project Manager in establishing and maintaining project milestone, deadlines and delivery dates.
- Create and meet established goals and objectives for the design documentation process.
- Coordinate communication and documents with clients for the project.
- Assist Project Manager in communication with Construction Team throughout construction of project.
- Assist Project Manager in Construction Administration, which may include
  - Monitor progress of shop drawings
  - Pay applications
  - Progress meetings
  - Site visits

### POSITION COMPETENCIES

- Excellent oral and written communication skills.
- Ability to contribute effectively in a team environment.

- Ability to create a collaborative team project approach.
- Must be flexible to adapt to situations and changes.
- Proficient technical skills with ability to apply technical skills to the job effectively.
- Ability to gather and analyze information and develop solutions.

#### **POSITION QUALIFICATIONS**

- Must have a four (4) year accredited degree in Architecture. Registered Architect a plus.
- Must be able to show five or more years of professional architectural experience.
- Must be able to show experience in construction administration, document production and design experience.
- Must be proficient in REVIT with experience in all Microsoft Office Suite programs required.

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 150 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2018 National 101 Best and Brightest Companies to Work for Award and the 2016 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

**Our Vision:** A diverse, talent-based firm sought after in expanding markets.

**Our Mission:** Design leaders who create unique environments with clients and communities.

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer