



## Gresham Smith

### Senior Project Coordinator - Industrial Market

#### *Why Gresham Smith:*

*We are a creative team of architecture, engineering and design professionals who serve both public and private sector clients. Together, we share one Core Purpose: To plan, design, and consult to create healthy and thriving communities. Our offices are full of genuine, fun, and down-to-earth people who believe in fostering an inclusive culture where all employees feel they belong. Loving where you work, who you're working with, and what you're working on is important to us, which is why we put our people first—they're at the heart of everything we do. From professional growth and development support and opportunities to give back to your community, to flexible work schedules and competitive benefits, we have a genuine interest in the whole you. So, if you're just as passionate about what you do as we are, then we'd love to hear from you!*

Consistently ranked in the Top 10 in the Industrial Sector by Building Design + Construction, Gresham Smith is a growing architectural, engineering and program management firm with 25 offices throughout the US. Join us and you'll work on some of the most dynamic and diverse projects for some of the world's largest clients in industries such as EV battery, automotive, food + beverage, advanced manufacturing, data centers, aerospace + defense, consumer products, tire + rubber, and metals. You'll see firsthand our commitment to our employees recognized by our "Best Firm to Work For" awards and our overall 94% employee retention rate.

Our carefully selected team is what sets us apart from other firms. We are driven to provide the best environment for our employees – latest technology, thorough training, easy access to leadership, and a comprehensive benefit package that is sure to impress. We empower our employees to strike a total life balance by offering flexible schedules and hybrid work arrangements. Clients and partners regard us as innovators who are always pushing for creative and comprehensive solutions that optimize the bottom line, and a passion for genuine client service.

We are seeking a talented **Senior Project Coordinator** to join our team! ***This position can be located in the Detroit Metropolitan - Southfield office.***

[Please Apply Here](#) and include a portfolio of your work samples, including conceptual sketches or diagrams, along with a resume/CV in your online application to be considered!

#### **Responsibilities:**

- Perform work on all phases of various architectural projects including design development, preparation of presentation drawings and specifications, design review, coordination and correlation of construction drawings.
- Prepare schematics, design development and construction documents. Develop, modify and review production drawings and edit project narratives and specifications.
- Research materials to determine appropriate selection for project. Plan, coordinate and administer projects from the initial programming stages all the way through to construction administration.
- Review construction submittals and assist project manager in construction administration. Analyze client problems and develop architectural solutions to those problems.



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### Minimum Qualifications:

- Bachelor's/Master's degree in Architecture pursuing licensure.
- A minimum of 5-10 years' of design experience; Prior Internships may count toward that total.
- Interest in large industrial, manufacturing, and/or commercial projects with strong concept design skills.
- Demonstrated experience using AutoCAD, REVIT, Sketchup, and PhotoShop software is required.
- Ability to interact professionally and comfortably with a variety personalities and communication styles and build and maintain excellent interpersonal relationships.
- Proficient in Microsoft Office applications, particularly Word and Excel.
- Time management skills.

### Desirable Skills that are a "Plus":

- Digitally curious and comfortable diving in and working with coding and automation
- Design automation skills, including the application of parametric design tools such as Dynamo and Grasshopper
- Software Coding -especially with Python, and/or C#
- Working with Revit's API
- Power BI for data visualization

*Gresham Smith is committed to a diverse and inclusive workplace. Gresham Smith provides equal employment opportunities to applicants and employees and does not discriminate on the basis of age, race, color, ancestry, religion, sex, sexual orientation, gender identity or expression, transgender, national origin, status as a protected veteran, disability or any other classification protected by law.*