



## Architecture Project Coordinator

We are looking for a dynamic individual to coordinate the flow of work and process between our Project Managers and Designer/Intern/BIM CAD Staff/Outside Resources. You'll need high level Revit/BIM Skills and experience with all phases of architecture projects. We expect this person to move into a more senior Project Management position in the future.

### Minimum Education and Experience

- BA in Architecture
- Six+ years of post-graduate experience in an architectural office

### High Level working knowledge of:

- Revit, 3D modeling software, and other professional architecture software
- Other industry software such as AutoCAD, MS Word, Excel, Adobe InDesign, Bluebeam, etc.
- Familiarity with project management software
- Other physical tools necessary to perform assigned duties including normal office, photographic, electronic and other measuring devices, etc.
- Local and national building codes including IBC, BOCA, ADA, etc.

### Excellent

- Written and verbal communication skills
- Organizational skills
- Analytical and problem solving skills

Complete understanding of building materials and construction methods

Able to participate in occasional short and long distance travel including multiple overnight stays.

### Responsibilities and Capabilities

- Assist in coordinating the task assignments of other people including but not limited to Job Captains, Associates, Junior Job Captains, Intern Architects, Designers, and Technicians

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- Meet with Clients, Consultants, Vendors, Contractors, and other employees on a regular basis to determine project requirements, scope, feasibility, timeline, etc.
- Consultant coordination – All phases.
- Specification/product/material selection
- Solicit Consultant and vendor project fees and proposals, determine and calculate other internal and external resource labor time and cost, and prepare initial project cost/fee estimates and client proposal
- Participate in original project design work utilizing specifications, sketches, and ideas on developing designs and as necessary prepares client presentations
- Convert work accomplished in the design phases of a project into complete construction drawings
- Define project resources and deadline dates
- Coordinate the work of internal and external resources to accomplish project milestones by deadlines and within budget
- Coordinate the building permit process including hiring and managing third party plan review and permit expediting
- Review contractor RFI's and react accordingly
- Estimate time and resources necessary to accommodate client redirection
- Advise project Principal of additional time and resources necessary to accommodate client direction, design, and documentation issues, etc.
- Coordinate, review, and comment on work submitted by external consultants
- Prepare project schedules and work assignments
- Coordinate, attend, and document client and project team meetings in accordance with firm guidelines
- Prepare and publish project correspondence and announcements
- Take field measurements and coordinate creation of working Revit or other software drawings from collected data
- Create and revise architectural drawings based on information provided by other project team members, clients, etc.
- Respond to external requests for information (RFIs)
- Coordinate and participate in the creation and publication of project drawing sets

#### Expectations

- Complete all assigned responsibilities and tasks with a high degree of accuracy and timeliness
- Communicate concerns with understanding of instructions and/or ability to complete assigned tasks on time
- Represent the firm in a professional manner
- Be comfortable presenting to clients, and “selling” the firm’s services as much as “doing” the work
- Excellent, timely, and error free written and verbal communication
- Follow firm standards and guidelines

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- Increase knowledge and capabilities by attending internal and external educational training sessions as often as possible
- Maintain project and other records in accordance with firm standards
- Anticipate and interpret problems and proactively recommend solutions
- Reallocate assigned work and tasks as necessary to accommodate changing environments and deadlines
- Be available and willing to work necessary time to accomplish and meet assigned tasks and deadlines
- Have a team, “can do”, attitude
- Join and participate in industry trade and community action groups
- Participate in assigned business development assignments and tasks and initiate business development activities
- Meet assigned business development goals
- Actively participate in supporting the Community

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