

## **Project Coordinator Position Description**

Why work in the same old architectural office environment when you can have fun and be a team member of one of the fastest growing architectural firms in the country? Fabo Architecture Inc. has immediate openings for a full time **Project Coordinator** to join our team, located in the historic Flats district of downtown Cleveland.

### **Job Responsibilities:**

- Manage architectural design of applicable projects.
- Prepare, coordinate and complete a construction documents package.
- Oversee architectural intern(s) &/or CAD technician(s).
- Mentor junior staff.
- Conduct quality control review of projects.
- Enforce guidelines, quality control, standards and details.
- As required communicate or meet with clients, project teams, code officials, contractors and others to develop effective working relationships.
- Provide construction administration: answer contractor questions/RFIs, & visit construction sites if required for observation, or representing the owner in preparing punch lists. Prepare, review and approve CA field observation reports.
- Prepare technical reports/specifications.
- Develop project proposals and budgets.

### **Job Requirements:**

- 3-5 years of experience working in an architectural firm.
- Bachelor or Master Degree in Architecture
- Professional Registration an advantage
- Construction Administration Experience an advantage
- Demonstrated experience with preparation of construction documents
- Working knowledge of the design and construction process and the ability to communicate with professionals of other disciplines.
- Experience in restaurant & retail design is preferred.
- Strong working knowledge of the building codes and supplements.
- Proficient in AutoCAD, COMCheck, Microsoft Office including Excel, & knowledge of Google applications such as Sheets & Drive.
- Excellent verbal and written communication skills, with an emphasis on the ability to organize, & interest in a team work environment are also requested

**Qualified candidates should make inquiries or submit resumes to [hr@faboarch.com](mailto:hr@faboarch.com).**