

Project Coordinator Job Description

Moody Nolan is currently seeking a Project Coordinator in our Covington/Cincinnati Studio. The Project Coordinator is responsible for assisting the Project Architect with the preparation of documents, the coordination of documents with consultants, and for assisting other team members.

Responsibilities:

- Must obtain a solid understanding of construction documentation, construction administration, and have the ability to coordinate this information with other team members
- Assists the Project Architect with the architectural design process from conceptual design through the completion of the project
- Completes architectural design drawings
- Completes construction drawings
- Makes redline changes and revisions to project drawings
- Develops presentation graphics used to communicate concepts to clients or for agency approval
- Assists the Project Architect in developing presentations to potential clients
- Develops alternative solutions to project challenges under direction of the Project Manager and Project Architect
- Attends all required or assigned training sessions
- Miscellaneous duties as they may arise
- Occasional travel as needed

Qualifications:

- Bachelor's degree in Architecture (Master's degree a plus)
- Working towards architectural registration
- Minimum 1-3 years' professional experience in Architecture using Revit
- Excellent communication skills (oral and written)
- Ability to effectively interact with clients and consultant
- Ability to problem solve effectively
- Must be detail-oriented and able to multi-task
- Must possess good time-management skills

Moody Nolan is an Equal Opportunity Employer

Job Type: Full-time