

Advance Design Consultants, Inc. is full indiscipline architectural-engineer design firm that is committed to creating inspiring places, delivering a superior product and supporting our customers throughout the design process. We believe extraordinary environments are created when the design process is based on the principles of innovation, research, and collaboration. Our expertise in providing thoughtful and innovative solutions keeps Advance Design Consultants as one of the foremost architectural and engineering firms in United States.

Advance Design Consultants, Inc. is looking for a **Project Coordinator** to join our team.

Working with us, you will:

- Coordinate drawings with drawings of other disciplines.
- Coordinate specifications with drawings to meet project requirements.
- Relate building design concepts to building codes, zoning ordinances and other external issues.
- Consult with manufacturers, researchers and propose materials and products
- Participate in construction administration including responding to RFI's, preparing sketches and addendums (CCD's), visiting the construction site to gather information, prepare punch lists, and answer contractor questions as owner's representative.
- Create and develop planning and design concepts for small to medium size projects.
- Independently assess design requirements and detail internal features of a building.
- Prepare presentation drawings and otherwise assist in presentations both internally and externally.
- Manage aspects of a project to assist the Project Manager or Principal-In-Charge.
- Determine level of effort required for a given assignment and provide input on scheduling.

An ideal candidate has:

- 0-7 years related experience with professional degree in Architecture or Engineering. Experience in health, federal, high-technology, bio-pharmaceutical and commercial projects preferred.
- High proficiency with Revit, AutoCAD, Sketch-up, Photoshop and Adobe Suite.
- LEED Accreditation preferred.
- The ability to contribute to and participate in a team environment.

- Working knowledge of architectural-engineering systems and the ability to understand and communicate with professionals of other disciplines.
- Working knowledge of issues relating to building codes, zoning ordinances and other external issues.

Hours of work: Full Time. Standard working hours are 8am to 5pm

Waiting Period: A 30 day waiting period to begin receiving most benefits. A 30 day performance evaluation should also be expected.

Group Medical Benefits:

Kaiser Group Health Insurance Plan.

- The company pays 100% of the employee premium.
- The employee has option to pay the premium cost for any immediate family dependents they wish to add to the plan.

Correctional Vision and Dental Expense.

- Immediate Family allowance of \$2,000/year.

Vacation Benefits:

The accrual rate will be 6.67 hours per month (3.08 hours per bi-weekly pay period) (10 days per year) for the first 5 years.

Retirement Benefits:

401K retirement plan. There is a 90 day waiting period for enrollment. The company typically provides a discretionary 401K match of 50% up to 6% of annual salary, depending on year-end profits.

Sick Policy:

48 hours are given at the start of each calendar year beginning January 1. Prorated amount will be given determined by individual hire date and number of months remaining in the calendar year.

Holidays:

7 paid holidays are as followed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and One (1) Floating Holiday.

Employment Terms:

Employment-At-Will

Required Education:

4- Year Bachelor's Degree required.

EIT, PE, AIA and/or LEED AP preferred.

Job Type: Full-time

Required Education: Bachelor's