

Project Coordinator I

AC Martin is an award winning architectural firm with a body of work recognized for cutting edge, innovative, and inspired buildings. We are known for our dedication to excellence of design and client service. Our diverse practice includes hospitality, university campuses, civic, municipal, high-rise commercial, and large mixed use projects. We are experiencing exceptional growth and are looking to add top architectural talent to our staff. We foster teamwork, promote professional development in alignment with individual career goals, and recognize and reward performance.

We have a job opening for a junior level production coordinator.

Requirements:

- Bachelor or Masters of Architecture.
- Minimum 2-3 yrs. experience working on BIM projects using Revit in an architecture firm.
- Proficiency in Revit is required and experience with AutoCAD is also preferred, but not required.
- Service oriented and highly approachable with commitment to helping others.
- Strong, self-motivated individual wanting to work in a fast-paced studio environment on a diverse range of project types that provide a unique opportunity to work on all aspects of project development.

We offer a work environment where professional growth is encouraged. This opportunity is accompanied by an excellent compensation and benefits package which includes company paid group medical, dental, and vision insurance, 401(k) plan with matching, holiday shutdown, and 40 hours based on a 4-1/2 day workweek.

For immediate consideration, please send your resume with reference to 'Project Coordinator I' in the subject line of your correspondence.

E-mail: resumes@acmartin.com

Visit our website at www.acmartin.com