

Job Title: BIM COORDINATOR || MULTIFAMILY

Reports To: Designated Supervisor, Principal

Classification: At-will; Exempt / Non-Exempt

ABOUT AO:

WE are better together.

Here at AO you're not just a number, you're family. We believe in casual Fridays, company sponsored events, annual holiday parties, picnics, bowling and more. As the host of Toastmasters International, we seek to expand one's confidence in public speaking, leadership and teamwork while providing both professional and personal growth. With collaborative work spaces and driven coworkers AO welcomes creativity, learning, and lasting relationships.

Since its founding in 1974, AO has evolved from a 2 man single office to an award winning full service firm spanning a campus of 5 buildings in Orange and additional offices in San Diego and Santa Clara, an engaged staff of 270+ souls and 12 Studios (Multifamily, Retail, Hospitality, Restaurant, Mixed Use, Office, Industrial, Parking, Landscape, Modular, Science and Technology and Global Design). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. AO believes in the power of relationship. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like AO.

A NOTE FROM US:

At AO we are always on the lookout for exceptional talent looking to join our organization.

SUMMARY: Person with extensive experience who possesses the skills and abilities to effectively build and maintain Revit content and train production staff under the direction of Senior Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A combination of all or most of these essential duties are expected of a BIM Manager within AO.

- Create and maintain Revit templates and workflow documents
- Responsible for Revit standards development, implementation, and enforcement
- Organize and cleanup existing Revit content
- Create and maintain Revit family content library
- Create and maintain Revit detail library
- Create and maintain Revit training manual
- Assist production staff with development of Revit content to meet deadlines
- Assist with production on projects ~~when needed~~
- Develop Revit training course
- Provide over the shoulder Revit training
- Oversee/monitor file exchange with consultants
- Provide support for plotting and electronic file submissions
- Work in collaboration with AO's Design/Workflow Technology Lead to ensure MultiFamily Studio Objectives are in harmony with overall Firm Objectives.

BENEFITS:

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus with participation in tax-benefited Metrolink rider program

HOW TO SUBMIT YOUR RESUME:

Please apply directly through our Website at www.aoarchitects.com

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>