

Senior Project Coordinator

EDUCATION

Professional accredited degree in Interior Design or Architecture

EXPERIENCE

Minimum of 8 years in the Commercial Interior Design profession and minimum of 3 years as a Project Coordinator or similar job function.

LICENSE

Must be licensed in State of Texas

PRODUCTIVITY

85% (5-6 hours per week unbillable)

OBJECTIVE

The Senior Project Coordinator demonstrates strong organizational skills to effectively multi task on many projects simultaneously as well as mentoring and training junior staff. The Senior Project Coordinator has an advanced skill of maintaining a view of the various projects and deadlines. Assists the PM/PD on multiple projects through the required phases for the deliverables. He/she develops and maintains strong relationships with Clients. Demonstrates proactive and timely communication with Client representative(s), Consultants and internal team. The Senior Project Coordinator takes responsibility for the firm's success through excellence in performance and attitude with comprehensive understanding of profitability.

JOB SCOPE/ESSENTIAL FUNCTIONS

- Strong organizational skills.
- Self-motivated - outlines the proposed next steps to the PD or PM.
- Effective verbal and written communication skills.
- Problem solving skills, attention to detail and self- starter to improve and better the deliverables.
- Function as the secondary contact for communication between the Clients and Consultants as determined by PM/PD.
- Assists Project Manager or Project Director with development of fees and hours per employee on team/project to complete task or deliverables.
- Actively assists Project Manager or Project Director with preparation of Work Authorizations in timely manner (before work begins) for Project Manager or Project Director review. Assists by issuing, verifying they are approved and filed correctly. Making sure WA contract amounts are entered in Ajera.

INTERPRISE

- Assists the PM/PD in communicating to the project team the scope, deadlines, fees and hours per employee on team to complete the task.
- Strong ability to multi-task project timelines and accountable for meeting deadlines.
- Proactively monitors efficiency of team members and makes sure tasks are planned ahead.
- Responsible for keeping management apprised of both project and team progress in meeting the deadlines and deliverable.
- Mentor and train junior staff with responsibility for oversight.
- Competent knowledge of building and accessibility codes.
- Demonstrates ability to ask pertinent and relevant questions in relation to task.
- Attend and lead client meetings as required.
- Responsible for the complete integration of design and technical aspects of the project.
- Competent knowledge for preparation of construction documents, elevations, sections, details, etc.
- Reviews drawings or deliverables before it goes to PM, PD or Technical.
- Accurately figure and calculate BOMA standards. Review BOMA calculations of other Team members, when requested.
- Proactively identifies ways of improving deliverables, method of preparing deliverables etc.
- Demonstrates ability to improve team communication, performance and morale in a positive manner.
- Attends to personal professional growth through attending industry functions, maintains license, training, etc. Leads training classes for studio, etc.

JOB TASKS - WITH NONE OR MINIMAL SUPERVISION

- Field verification
- Presentations to clients for space plans, finishes, etc.
- Marketing Plans (TD specific)
- Space Planning
- BOMA calculations (TD specific)
- Pricing Plans
- CLP Updates (TD specific)
- Schematic Design
- Construction Documents - Competent/proficient understanding of Interprise construction document standards. Proven history of preparing construction documents without assistance (or minimal assistance from Technical)
- Construction Administration - processing submittals, etc.
- Furniture and finish selection for projects
- Follow and mentor Filing Standards and procedures
- Client meetings
- Training and mentoring junior staff

INTERPRISE

MINIMUM REQUIREMENTS FOR PROMOTION

- Proven demonstration to perform Project Manager job description.
- Proven ability to handle more projects and maintain project integrity.
- Demonstrates marketing and business development skills
- Demonstrates ability to prepare proposals and fees without supervision
- Demonstrates ability to conduct the entire invoicing process and be accountable for profitability of projects and team members

SUGGESTED PROFESSIONAL GROWTH

- Join a professional association and attend meetings
- Attend CEU classes
- Suggest training topics for Interprise
- Lead training classes or a topic at Studio Team Meetings
- InDesign
- Photoshop
- Illustrator
- Sketch Up
- Revit

PROGRAMS

- AutoCAD
- Microsoft Suite