

# Project Coordinator (Architecture)

Operations PROJE01280

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Full-Time

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Columbus, OH, USA

Livonia, MI, USA

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## Job Details

### Description

OHM Advisors is growing! We are looking for a qualified project coordinator to support the efforts within our Architectural Group at our Livonia, MI and Columbus Ohio offices. If you are highly organized and welcome the opportunity to contribute to a community-focused architecture, engineering and planning team, read on.

An Architectural Project Coordinator at OHM Advisors is responsible for coordinating day-to-day project responsibilities, including drawings, specifications, materials and details, internal and external consultant coordination, client and general team communication.

#### What you need to be successful:

- Minimum of Bachelor's degree in Architecture;
- Minimum of two years in the field or related area;
- Effective communication skills including verbal and written proficiency.
- Proficiency in AutoCAD & Revit;
- Working knowledge of Microsoft Outlook, Word, Excel and PowerPoint, Adobe Creative Suite and Google Sketch Up;
- Ability to apply architectural techniques, procedures, and modifications to architectural construction documents.
- Ability to work independently and in a team-oriented in fast-paced organization;
- Efficient problem solving and creative abilities
- Professional graphics and presentation skills

#### What you will be doing:

- Assist the Project Leaders in the development and implementation throughout all phases of the project.
- Preparing complete and accurate project documents
- Creating computer renderings and presentations
- Other duties, as assigned

This is a full-time position. Salary is commensurate with experience.

**OHM Advisors is an Equal Opportunity Employer (EOE).** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. OHM Advisors is an equal opportunity employer (EOE).