

WADE

Design | Build | Remodel

Job Description - Design Coordinator

Specific Responsibilities:

Design:

- Design and Manage projects under supervision of Principal
- Coordinate project selections, assemble and update material selection sheets and material budget sheets
- Generate change orders, invoices and purchase orders
- Assist Principal as needed
- Compile Design to Production Hand-Off Packet
- Generate Construction Documents on SketchUp and perform redlines as necessary
- Attend & schedule site visits as necessary

Management:

- Supervise the updating of files in SmartSheet and in job binders
- Supervise order placement, tracking and follow up
- Manage redlines for Reports
- Manage 3D renderings as needed
- Oversee and balance work flow of Reports
- Attend and schedule meetings with Reports

Skills Development:

- Willing and excited to participate in skills and management training

Education / Experience:

- Graduate of 2 or 4 Year Architectural or Interior Design Program with training, experience, and/or interest in Residential Design
- 3+ years experience working the Residential Interior Design Field, or Residential Design + Build Field
- 3+ years experience with SketchUp
- 3+ years experience with Photoshop is a plus