



Example of Architectural Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of architectural coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for architectural coordinator

- Holds Team of Drafters/Designers accountable for results
- Collaborates with Draftspersons and/or other Team Members (if applicable) on the development of both single-family and multi-family address specific plans
- Participate in weekly Team huddles to coordinate checking items and workload
- Facilitates problem solving with fellow Team Members
- Production of detailed construction documents for new and existing Maverik C-store locations
- A minimum 2-5years post qualification experience in professional practice
- Reviewing incoming orders for completeness and accuracy while ensuring that orders have corresponding quotations
- Utilizing SAP (Systems Applications and Products) system to enter orders timely and accurately
- Providing excellent communication to customers related to their order status from order receipt to order shipment
- Developing an understanding of customers' needs, and take actions to ensure that such needs are met

Qualifications for architectural coordinator

- Two or more years managerial experience in related field is required
- Four or more year's working knowledge of construction and plans
- Residential design experience is required

- Associates or Bachelor's degree in architecture or related field
- Willingness to embrace change and continually looking for opportunities to improve processes, functions and actions to maximize efficiency and customer value