

**Company Overview:**

AndersonBaron is an innovative, industry leading firm that specializes in land planning and landscape architecture. We have offices in Phoenix, Dallas, and Las Vegas and we service both the public and private sectors. Our body of work encompasses all aspects of entitlements, land planning, urban design, landscape architecture, and project implementation; from small intimate spaces, to large master-planned communities, and mixed-use projects. AndersonBaron is an established firm that has been in business over ten years, with decades of experience among our senior staff alone.

We are currently looking for an inspired, energetic, and collaborative individual with a passion for landscape architecture, planning, and urban design. We are especially interested in people who desire to be at the leading edge of the profession, creative thinkers, love to experiment & grow, possess broad cultural interests & experience, and have commitment to innovative design.

AndersonBaron is seeking to fill a Project Coordinator position within our Phoenix area location. This is a mid-level position, and a great opportunity for a dedicated individual to join a creative and dynamic team. If you feel you possess the required skills and attributes to fulfill this full-time position, please submit your resume and portfolio per the instructions hereafter.

**Job Description:**

The Project Coordinator requires an above-average technical understanding of design, knowledge of planning, and aspects of landscape architecture. Project Coordinators work directly under the supervision of Principals, Associates, Senior Project Managers and/or Project Managers. The primary role of a Project Coordinator is to coordinate the production of numerous projects. Job duties include, but are not limited to, the following:

- Interprets and inputs the conceptual designs, sets up construction documents, and formats sheet sets in AutoCAD to provide the framework for the construction document sets;
- Properly prepare complete, accurate and properly delineated, and detailed drawings;
- Utilize accurate scaling, proportions and interpretation of layouts, sketches, redlined prints, or other drawings;
- Maintain and update color and material schedules necessary for the completion of the projects;
- Utilize CAD and design software to create constructions details, design document, and constructions documents;
- Transform initial rough designs and sketches using AutoCAD into construction documents;
- Can understand, locate, review, and setup drawings & designs to ensure adherence to municipality and in-house specifications & standards;
- Ability to work with several Project Managers and self-regulate work schedule based on deadlines provided;
- Perform assigned tasks and complex assignments from verbal and written instructions under minimum supervision;
- Review all work for completeness and accuracy prior to submitting for review;
- Organize, create, and maintain all CAD or CAD related files for Clients and municipalities;
- Involved with project coordination, graphics, submittal packages, and other tasks as needed; and
- Potentially assists in the development of the project design and associated presentation materials. The level of project involvement depends directly on the individual's knowledge, experience, professional attitude, and desire to learn.

**Qualifications:**

- Candidate should have at least two to five years of experience in Landscape Architecture or similar design field;
- Candidate must possess a thorough understanding of design development, graphic presentations, and construction document preparation;
- Highly motivated, positive, and self-starter;
- Ability to multitask and prioritize deadlines of multiple projects;
- Possess a high level of professionalism, with strong verbal and written communication skills;
- Experience or understanding of graphic design for presentations and layouts; and
- Efficient, thorough, detail oriented, and dedicated to quality work.

**Proficiency required in the following programs:**

- AutoCAD;
- Adobe Creative Suite, specifically Photoshop and InDesign;
- Sketch-up; and
- Microsoft Office.

**Education:**

- BA/BS in Landscape Architecture preferred, or Associates or Technical College Degree in similar field of study required.

**HOW TO APPLY:**

Please visit <http://andersonbaron.com/job-center/> for complete job description and instructions for how to apply!

Please, local applicants only and no phone calls or drop-ins for this position.