



Project Coordinator

The Project Coordinator is a key project role supporting the design teams so that they can deliver excellent architectural, interior and landscape design services and nurture lasting relationships. Although the role is in our Design Services and reports to the Design Services Manager, the project coordinator must have strengths working cross functionally with business development, finance, marketing, and our office manager to ensure cohesion, consistency, and protection of the AMDG brand and experience.

We are in-office Monday through Thursday and work remotely on Fridays. Our office is located in downtown Grand Rapids, Michigan.

At AMDG we believe in the power of diverse perspectives and unique skillsets and encourage those to apply who may not fit the description perfectly. Don't think you need to check ALL the boxes in order to apply. If you possess a passion for learning, adaptability, and a commitment to excellence, we want to hear from you.

Primary Responsibilities:

Organizing and Managing Project-Related Documents

- Set up and maintain project files and folder structure. Maintain, file, and archive project documents; including scanning/filing
- Assist in updating and distributing project schedule
- Assist in coordinating/tracking construction administration phase documentation (e.g submittals, shop drawings, pay applications, RFI's, change orders, bulletins, and addenda)
- Assist in project closeout process. Coordinate and collect closeout documentation with CM and consultants as required.

Organizing and Coordinating Project Activities

- Assist in setting up new projects
- Schedule project-related meetings as required
- Process and distribute meeting agendas
- Attend project and project-team meetings, draft and distribute meeting minutes as required
- Assist in preparing weekly project reports
- Assist in the uploading and distribution of project documentation.
- Assist in coordinating/tracking action items/tasks from clients and consultants

Administrative Responsibilities

- Prepare project contracts – familiar with AIA contracts and standard terms and conditions
- Assist project leaders with compiling and coordinating supplemental contract documents and exhibits
- Assists in general contract management responsibilities including, review, data entry, assembly and coordination
- Maintains project data base
- Assist in development of proposal letters and RFP responses
- Helps ensure appropriate client, CM and consultant documentation is signed and filed as appropriate (e.g. NDA's, proposals, etc)
- Coordinates appropriate stamp/sealing of drawings sets and assists in submission to AHJ's

Qualifications:

- Aligns with AMDG's core values of built to serve, dedicated to excellence, convicted by our mission, and driven to improve
- At least two years of professional experience in A/E or construction-related firm, working in an administrative or project coordination capacity is required.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Bluebeam, Zoom/MS Teams
- Working knowledge of Deltek or other ERP systems preferred
- An incredible eye for consistency and strong proof-reading / grammatical skills
- Appreciation for the challenging and complex, and adaptability with shifting priorities and deadlines
- Excellent organizational skills, multi-tasker and detail-oriented
- Self-motivated, able to prioritize and accomplish tasks with minimal supervision
- Excellent written and verbal communication skills
- Team player, able to collaborate effectively in a high paced environment