ROLE

Review, process and distribute project submittals, construction drawings, addenda and specifications for design projects at BarberMcMurry Architects, with an eye for detail and accuracy. The Submittals Coordinator is responsible for the flow of documents between the Project Manager, design team, and the General Contractors, as well as assisting the Project Manager(s) with general administrative duties in the office. This is a full-time position.

RESPONSIBILITIES

- Log, reference, review, process and distribute project submittals, construction drawings, addenda, specifications, and close-out documents for design projects
- Input and maintain up-to-date requests for information (RFI), architects' supplemental instructions (ASI), and change order (CO) logs for review by the Project Manager, Construction Administrator and Partner-In-Charge
- Coordinate with Project Manager to assemble LEED required documents binders
- Assist in maintaining in-house project management databases for each project
- Attend project meetings, site visits and staff meetings as required
- Document field measurements, assist with CA duties, assist with line revisions, attend occasional Owner-Architect-Contractor meetings and assist with punchlists
- Other duties as assigned

EDUCATION

At least an Associate of Science or Associate of Applied Science (or similar degree) in engineering technology, construction management, sustainable design or related field.

EXPERIENCE & SKILLS

- Must be able to read and interpret blueprints, specifications and other technical drawings and documents
- Must be proficient with Microsoft Office and Adobe software
- Strict attention to detail and persistent follow-through
- Excellent organizational skills and ability to multitask
- Highly-motivated, self-managed and able to work in a fast-paced environment
- Strong verbal and written communications skills
- Strong work ethic and desire to work in a cross-functional project team setting
- Positive attitude
- Working knowledge of and/or work experience in architecture and/or construction
- Experience in Revit, BlueBeam, Procore, Viewpoint & Auto-CAD is preferred
- Willingness to learn new skills, including design software and platforms including REVIT and BIM

ABOUT BARBERMcMURRY & HOW TO APPLY

BarberMcMurry Architects is a centennial architecture and interior design firm in Knoxville, Tennessee. We specialize in innovative planning, beautiful architecture and interior design that bring value to our clients and to our community. BarberMcMurry offers competitive wages and benefits.

Submit a cover letter and resume to employment@bma1915.com