



Project Coordinator - Job Description

The **Project Coordinator** at Mayse & Associates is an experienced entry level position. The Project Coordinator works under the direction of a Sr. Project Coordinator or Project Architect. A Project Coordinator must have a Professional Architectural Degree. Total compensation for Project Coordinators is based on individual performance in task management, technical competency and timely task completion with accuracy.

The following lists some of the roles and responsibilities of a Project Coordinator:

- **Assume** “ownership” of their respective projects
- **Leadership**
 - Manage the activities and accountability of Intern Staff
 - Motivate Intern Staff
- **Task Management**
 - A Project Coordinator should be able to organize and execute tasks assigned to them by their supervisor
 - Assigned tasks should be completed accurately and within the timeframes established by the project manager
 - Project Coordinators should be able to navigate and interpret building codes and ordinances
 - Manage contract document quality
 - Able to coordinate their work product with the other members of the project team
 - Able to communicate and conduct project research with governmental authorities
 - Able to communicate and relay information to the project manager from outside project consultants
- **Technical Competence**
 - Possess a working knowledge of building components and building technology
 - Technically proficient in the use of REVIT and other graphic software applications
 - Possess a basic knowledge of building permitting processes
- **Professional Development**
 - Take every opportunity to advance their knowledge of the Architectural Profession and Building Technology
 - Be actively involved in the Staff Development Program and working toward professional registration
 - Actively pursue advancement and seek greater responsibility within the firm