

**Associates III Inc.
Job Description for
Position of
BIM Coordinator**

Primary Objective:

We are a full service Interior Design firm, specializing in custom, sustainable residential design and we are looking for a uniquely qualified BIM Coordinator to provide support and timely information to our entire design team in a service-oriented environment. We are seeking a detail oriented, proactive, problem solving, multi-tasking team player with excellent organization and communication skills. Being flexible and having a keen desire to learn are key.

Primary Job Activities:

Assist our Design Team with various tasks including, but not limited to:

- AutoCAD drawing
- Revit drawing, modeling, and rendering
- File coordination and conversion of Architect's drawing files
- Maintain organized project files and archives
- SketchUp modeling and rendering
- Accurate time keeping of billable hours
- Adhere to company design and drafting standards
- Stay current with the latest software, technology and techniques used in the design industry
- Monitor and uphold document quality, revisions and changes coordination
- Maintain a collaborative environment with internal team
- Educating and teaching co-workers Revit skills
- Assist with managing hardware, software, networking and solving problems
- Daily business items such as receiving/making calls, preparing and responding to emails, internal project team meetings, office organization, etc.

Minimum Qualifications:

- Minimum three years of experience in architectural and/or design drafting
- High proficiency in AutoCAD, Revit, SketchUp, Microsoft Office and Adobe
- Extremely detail oriented and organized
- Excellent written and oral communication skills
- Ability to prioritize and manage tasks to efficiently meet project deadlines and other metrics
- Self-starter, motivated, takes initiative, has strong work ethic
- Ability to work independently and as part of a team
- Global sensitivity and knowledge of sustainable design preferred

- Bachelor's Degree preferred; Associates Degree in CAD Drafting or similar education will also be considered

Required Team Qualities and Values:

Positive, team player, forward thinker, enthusiastic, innovative, realistic, imaginative solution finder, responsive, accountable, appreciative, nurturing, inspired, friendly, caring, genuine, confident, flexible, courageous, respectful, committed to excellence, trustworthy, trusting, open minded, healthy, socially responsible, environmentally active and with integrity.

Work Hours:

- Full Time Hourly Position: 32 – 40 hours/week
- Office hours are Monday – Thursday

Send cover letter, resume, and work samples to info@associates3.com