

Company Overview

AndersonBaron is an award-winning landscape architecture firm that has been making an impact within the industry since 2005 through cultivating the extent of earth's beauty in every design with the functional balance between man and nature. We are environmentalists set on giving our clients the authentic relationship experience into the very bond that strengthens community with the outdoors. From developers, builders, architects, to engineers, our team is dedicated to the partnership of organizational understanding and implementation that captures the vision of what makes a destination beautiful, innovative, and unique.

As an innovative and industry leading firm, our work encompasses all aspects of entitlements, land planning, urban design, landscape architecture, and project implementation. Our services expand across both public and private sectors, ranging from small intimate urban spaces to large master-planned communities and mixed-use projects. Our portfolio of nationally recognized projects can be seen on nature's canvas throughout the country.

We have offices in Phoenix, Dallas, and Las Vegas that are led by an experienced management team and a vibrant culture of employees we call family.

We are currently looking for an inspired, energetic, and collaborative individual with a passion for planning, landscape architecture, and urban design. We are especially interested in trailblazers who desire to be at the leading edge of the profession. We want the creative thinker who loves to experiment and grow; the artist who possesses broad cultural interests and experiences; the dreamer who is committed to innovative design; and most importantly the fun lover who adds to our festive culture. Learn more about our culture here: <http://andersonbaron.com/careers/>

Project Coordinator

AndersonBaron is seeking to fill a Project Coordinator position within our Phoenix area location. This is a full-time mid-level position with the great opportunity of joining a creative and dynamic team. If you feel you possess the required skills and attributes to thrive towards greatness and innovation, please submit your resume and portfolio per the instructions hereafter.

Job Description:

The Project Coordinator requires an above-average knowledge of planning, technical understanding of design, and aspects of landscape architecture. Project Coordinators work directly under the supervision of the management team including Principals, Senior Project Managers, and 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:

- Interpret and input initial rough designs and sketches into AutoCAD to provide the framework for the design. Create construction details based on the design. Format sheets and set up construction documents.
- Can understand, locate, review, and setup drawings & designs to ensure adherence to municipality and in-house specifications & standards.

- Utilize accurate scaling, proportions and interpretation of layouts, sketches, redlined prints, or other drawings to properly prepare complete, accurate and correctly delineated detailed drawings.
- Organize, create, and maintain all CAD or CAD related files for clients and municipalities.
- Maintain and update color and material schedules necessary for the completion of the projects.
- Review all work for completeness and accuracy prior to submitting for review.
- 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.
- Involved with project coordination, graphics, submittal packages, and perform other assigned tasks and complex assignments by instructions under minimal supervision.
- Ability to work with several Project Managers and a self-regulated work schedule based on deadlines provided.

Qualifications:

- At least two to five years of experience in Landscape Architecture or similar design field.
- A passion for design and innovation.
- Must possess a thorough understanding of design development, graphic presentations, and construction document preparation.
- Ability to multitask and prioritize deadlines of multiple projects.
- Possess a high level of professionalism with strong verbal and written communication skills that are demonstrated throughout being highly motivated, positive, and a self-starter

Proficiency required in the following programs:

- AutoCAD
- Adobe Creative Suite (specifically Photoshop and InDesign)
- Sketch-up
- Microsoft Office

Education:

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

HOW TO APPLY:

Please visit <http://andersonbaron.com/careers/> to apply!