

Company Overview

Anderson is a creative landscape architecture firm with multiple offices and experienced award-winning staff. Our Phoenix office is within the vibrant culture of the Roosevelt Row area. We are a firm that aims to inspire the human experience with the natural environment utilizing our pillars of research, respect and craft. Our team is dedicated to exceptional design, communication and project management.

Project Coordinator

Job Description:

We are seeking a motivated individual for a Project Coordinator position. This position includes, but not limited to, the following:

- Assists in the development of the project design and associated presentation materials.
- Involved with project coordination, graphics, construction documents and submittal packages.
- Interpret and input initial rough designs and sketches into AutoCAD to provide the framework for the design.
- Creation of construction details.
- Organize, create, and maintain all CAD or CAD related files for clients and municipalities.
- Review all work for completeness and accuracy prior to submitting for review.

Qualifications:

- At least two to five years of experience in Landscape Architecture or similar design field.
- A passion for design
- Must possess a thorough understanding of design fundamentals, 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
- Sketch-up
- Microsoft Office

Education:

- Bachelor's Degree in Landscape Architecture preferred, or in a similar field of study required.