

Overview

At Page, we promise design that makes lives better. We're actively seeking talented people to join an empowered employee environment. With offices in Albuquerque, Austin, Dallas, Denver, Dubai, Houston, Mexico City, Phoenix, San Francisco and Washington DC, Page provides architecture, engineering, interiors and consulting services on large, complex projects around the world. We credit the success of our projects that build communities to the global diversity of our people's backgrounds and experiences. By following our core values in the delivery of our services, we've become – and remain – a vital and respected firm. We're seeking highly creative, committed team members to help us deliver on our promise of making lives better through design. As our market sectors and services grow, we continuously add new opportunities. Will you join us?

Responsibilities

We are seeking a Project Coordinator to join our national multidisciplinary architectural and engineering firm of 700-plus people. This individual will provide project and administrative support for our engineering team in our Albuquerque office. This position is fast-paced and deadline-driven. The ideal individual should be able to multitask, work well under pressure while maintaining strong attention to detail.

- Assist project managers and design team with submittals, specifications, packages, and document control;
- Send drawings or other correspondence to clients, consultants, reprographics through Bluebeam;
- Verify proper document delivery;
- Organize and track tasks between disciplines;
- Act as the primary contact for Construction Administration;
- Produce Project Reports;0906
- Download incoming information for Project Managers as requested;
- Update index sheets and print drawings in AutoCAD and/or Revit;
- Other duties as assigned.

Qualifications

- Intermediate to advanced knowledge of Microsoft office;
- Architectural/ Engineering experience is a plus;
- Organized, responsible, and results oriented;
- Must be able to meet badging requirements for client sites, including passing a background check.

About Page

Our firm started as a partnership between two brothers in 1898. We have been making history for over 100 years. We are expanding leadership opportunities to all employees who will continue to guide the firm's evolution and expansion. At Page, we're all owners. We own the vision, we own the work and we're owners in the firm through our Employee Stock Ownership Plan (ESOP). Owning stock in Page means you get returns on the hard work you invest in the firm. It helps better prepare you for retirement and helps better prepare the firm to pass its success to the next generation.

To learn more about the firm, our benefits and additional career opportunities, go to pagethink.com. Page is an EOE/AA/VET/IWD employer and subscribes to E-verify.