

Job ID:
Title: Senior Project Coordinator
City: Miami
State: Florida
Zip Code: 33133
Country:
Category: Landscape Architects
Years of Experience: 8 Years
Compensation: N/A
Description: **COMPANY PROFILE**

Raymond Jungles, Inc. is recognized for our dynamic, creative, and ecologically sensitive designs as well as our collaborations with leading architectural firms from around the world. We have 35 years of experience designing high-end residential gardens, boutique hotels, botanical gardens, mixed-use communities, and civic spaces. For additional information please visit our website: www.raymondjungles.com

POSITION SUMMARY

RJI is looking for a Senior Project Coordinator with 8+ years of experience. The candidate must be creative, organized and possess strong leadership and communication skills. The candidate should have experience in all aspects of the design process with an emphasis on detailed design/execution. In addition, the candidate should have proven experience in all phases of project management including proposal writing, scheduling, quality control/review, budget management, and construction administration.

Skills Required: **QUALIFICATIONS**

- Minimum 8 years of professional practice in the profession of Landscape Architecture
- Minimum 5 years of experience in project coordination in a profession of Landscape Architecture
- Additional Licenses and/or LEED certification is preferred
- Strong skills in client management & project coordination skills
- Fluent in English, strong written and verbal skills (2nd language is an asset)
- Ability to work under pressure, meet deadlines and budget time accordingly
- Effective decision making skills
- Ability to take initiative in response to direction or instruction from others
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- Demonstrates self-motivation and the ability to work within a team structure
- Experience in AutoCAD (release 2010 or later), Adobe Creative Suite (Version 4 or later) and Microsoft Suite (Word, Excel, Outlook and PowerPoint), Sketch-up, Rhino and 3D Studio Max is required (Autodesk Revit is an asset)

- Strong conceptual and design skills
 - Advanced skills in technical detailing & Construction Administration
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- BLA, MLA, or equivalent

**Education
Requirements:**

Please email employment@raymondjungles.com and include a resume, letter of interest, list of references, relevant work examples of design and CD-level work, in a single PDF (no more than 9MB).

Due to the volume of applicants, we can only respond to those candidates whose qualifications match the requirements of the position. We will honor requests for anonymity.

No phone calls please.

Travel Required:

Yes

Date Posted:

JOB CONTACT INFORMATION

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