

**Job ID:**  
**Title:** Project Coordinator  
**City:** Miami  
**State:** Florida  
**Zip Code:** 33133  
**Country:**  
**Category:** Landscape Architects  
**Years of Experience:** 5 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](http://www.raymondjungles.com)

### **POSITION SUMMARY**

RJI is looking for a Project Coordinator with 5+ 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.

**Skills Required:** **QUALIFICATIONS**

- Minimum 5 years of professional practice in the profession of Landscape Architecture
- Minimum 3 years of experience in project management in the profession of Landscape Architecture
- Additional Licenses and/or LEED certification would be preferred
- Strong Client management & project coordination skills
- Fluent in English, strong written and verbal skills
- Able to establish and maintain effective working relationships with staff, clients, contractors, and the general public
- Ability to work under pressure, meet deadlines and budget time accordingly
- Ability to take initiative in response to direction or instruction from others
- 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) is required. Experience with recent releases of Sketch-up, Rhino, 3D Studio Max, Autodesk Revit is Required
- Advanced skills with current technology and techniques applied to the design and construction of landscape architecture projects, knowledge of the local market
- Knowledge in Site Grading, Technical Detailing, Permitting, Construction Documentation and Construction Administration; strong conceptual and design skills
- Familiar with Florida plants

**Education Requirements:**

- BLA, MLA, or equivalent

Please email [employment@raymondjungles.com](mailto: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:**  
**Date Posted:**

Yes

**JOB CONTACT INFORMATION**

**Raymond Jungles Inc.**

Brigitte Castro

**Phone:**

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