



architecture • planning • interior design

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CMA is seeking qualified candidates to fulfill a project coordinator position. Our ideal applicant is self-motivated, responsible, able to multi-task, and enjoys variety. The position includes regular interaction with Senior Project Architects/Managers and other staff.

**Key Responsibilities:**

- Responsible for preparation of construction documents and drafting support for assigned projects
- Meet task and project deadlines
- Interaction and coordination with engineers/sub consultants
- Perform code searches and initial project due diligence
- Assisting the PM to implement a project through all phases of the project

**Qualifications:**

- Associates, Bachelor's or Master's degree in Architecture or Interior Design
- 2 - 5 years relevant experience
- Works well in a team-oriented environment
- Willingness to learn and grow
- Excellent organizational and time management skills

**Required Software:**

- Revit
- AutoCad
- Sketchup
- Adobe CC Suite

CMA provides a competitive salary package with benefits including:

- Health insurance
- Vision coverage
- Dental coverage
- 401(k) match
- Paid Time Off
- Flex schedule

Qualified candidates, please submit resume and cover letter to [resumes@cmarch.com](mailto:resumes@cmarch.com).