

POSITION: PROJECT DESIGN COORDINATOR/MANAGER

Location: Annapolis, MD

Work Location:

Main Office: 207 Chinquapin Round Road

Job Type: Full-time

Qualifications:

Bachelor's Degree

Benefits:

Health Insurance, 401 (k), Profit Sharing, PTO

Schedule:

40-hours per week, Monday through Friday

MISSION

Build and inspire ultra homes - through our partnerships, our craft, and our vision.

VISION

Elevate the art of building through delivering ultra homes for our clients & partners; distinguishing Pyramid Builders as the premier builder in the mid-Atlantic; and inspiring a global passion for luxury home-building.

VALUES

Excellence
through
Passion

Accountability
through
Purpose

Service
through
Compassion

Vision
through
Innovation

Overview:

The Project Design [Coordinator/Manager] is responsible for the review and evaluation of project design packages, including shop drawings. This role requires having the confidence and ability to manage designs related to various projects at different stages, providing technical feedback and identify design risks or opportunities. The Project Design [Coordinator/Manager] will partner with Project Managers to ensure drawings support feasible constructability, cost efficiency, and design optimization. Beyond evaluating for accuracy and alignment with production standards, the Project Design [Coordinator/Manager] will detail drawings using design software. The Project Design [Coordinator/Manager] is also responsible for the client experience, positive promotion of the Company's image, and maintaining the highest level of ethics and standards.

Responsibilities:

- Assist project team with interior elevation drawings, detailing of millwork, and other project plan needs.
- Review, for comprehension and implementation, all documentation related to assigned projects to inform digital construction needs related to current design intent and specifications.
- Coordinate and model assigned scopes of work including drawings, specifications, RFIs, and submittals.
- Work with project team to complete assign trade authorizations and product submittals
- Use design software to create and/or enhance technical drawings based on recommendations of team members, contractors, or clients.
- Provide technical feedback, written or verbal, to internal team, external partners, and project clients to support decision making base on cost, time, or material impacts.
- Interpret architectural specs and drawings to support the calculation of dimensions and material requirements.
- Maintain project drawing files, drawing library, transmittals, and other documentation.

Qualifications:

- Minimum of two(2) years custom residential construction or related experience required
- Bachelor's degree in architecture, design, or construction
- Ability to read and interpret architectural drawings and specifications
- Strong proficiency with digital construction tools - Bluebeam or similar, with 3D experience a plus.
- Must be a strong communicator, professional, and self-motivated
- Strive to continually learn and develop innovative best practices
- Excellent attention to detail and fluency with standard business systems - Microsoft, Adobe, etc.

Job level and compensation will be aligned with candidate experience/qualifications.

To Apply:

Submit resume & application: [here](#)

Pyramid Builders offers a comprehensive benefits package including Health, Dental, Vision, Disability & Life Insurance, Paid Holidays & Paid Time Off (PTO), a 401 (K) plan, and discretionary Vested Profit Sharing. Pyramid is an equal opportunity employer.