



Architectural Designer/Project Coordinator

Sobotec Ltd. is presently accepting resumes for an Architectural Designer/Project Coordinator. This position requires a dynamic and outgoing individual that is well organized and motivated. The successful candidate will have a proficient knowledge of AutoCAD, Microsoft Word and Excel.

Basic Qualifications Include:

- Post-Secondary education in Architecture, Engineering Building Science or Construction technology
- High Proficiency with AutoCAD
- Prior experience detailing panel cladding and/or glazing systems
- Experience in Project Coordination and Materials Management a definite asset

Specific Requirements for Architectural Design:

- Create 2D and 3D shop drawings using AutoCAD for unitized window wall and curtain wall
- Interpret architectural and structural drawings, specifications, design drawings and sketches
- Prepare engineering drawings for manufacturing
- Develop and maintain thorough knowledge of manufacturing, installation and glazing process

Specific Requirements for Project Coordination:

The successful candidate will be responsible for coordinating all aspects of an exterior building envelope on multiple job sites in varying stages of development. Envelope materials may include all or some of the following: metal cladding, sub-framing, insulation and A/V membranes. They will be the main point of contact between the customer and Sobotec Ltd.

- Liaising with the customer, architect and/or General Contractor
- Review Architectural information for possible impact on contract value
- Coordinate & Schedule the approval drawings, production drawings, shipment and installation [if applicable] of the components
- Update tracker information in a timely manner & maintain complete files/notes on a per job basis

If you are interested in this position, please email your resume to hr@sobotec.com . Please use "Architectural Designer" as the subject line when submitting your resume.

We thank all who apply however only those chosen for an interview will be contacted. Sobotec Ltd will accommodate those with disabilities and provide a barrier free recruitment process. So if you require accommodation please advise us.