

Design Support

March 23, 2018

The Design Support person will serve as the hero of the design department, helping designers to eliminate project impediments and backlogs.

Responsibilities:

- Setting up new projects for design disciplines
- Providing feedback on drawing set-up consistency
- Respond to City, Landlord and/or Owner comments
- Solicit and provide feedback on design standards and update prototypes
- Making Premiere files and pdf/dwf sets for coordination with clients
- Assist with due diligence including contacting code officials, landlord representatives, etc.
- Create and maintain a database of code stipulations per State/Province/City, etc.
- Maintenance and improvement of REVIT/AutoCAD standards
 - Menu updates
 - Table styles
 - Regular update of blocks
 - Drawing Detail redesign/improvement
- Acts in a stewardship capacity for the Company, works as a functional member of the team, has ability to self-direct and self-regulate work-day
- Other duties as assigned

Requirements:

- Minimum of a Bachelor's or similar 4-year degree in a related discipline, or suitable combination of education and relevant experience preferred.
- Extensive knowledge of commonly-used concepts, practices, and procedures within the engineering design industry, and demonstrated comprehensive knowledge of office and facilities coordination.
- Demonstrated organization, facilitation, communication and presentation skills.
- Ability to prioritize workflow and organize diverse material and ability to handle multiple, competing and changing priorities; ability to perform effectively without supervision and within established time limits and ongoing deadlines.
- Ability to interact and communicate effectively and professionally, and provide exceptional service, both internally and externally at all times.
- Employee should be knowledgeable regarding Microsoft Office, have proficient computer skills, display adaptability in learning the use of company specific software and display comprehension of fundamental computer practices and database management.

Location:

Kansas City, Missouri