Job Title | Intern(fulltime)
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Dates/Duration | 1 year, starting in May and ending the following year in August
Compensation | Experience dependent
Location | Atlanta, Georgia

Job Summary
The client: is confidential, but they specialize in extremely high-end residential and commercial.
The culture: Very collegial, open and a mentor relationship with the principal.
Applications must be submitted by 2/15/17
(Applications are a resume and portfolio)

Essential Functions
1. Maintain quality and accuracy of all plans within the product library in CAD
2. Plan coordination between architectural, structural, and the MEP disciplines to ensure accuracy and completeness
3. Coordinate all plan modifications with the Product Development department as well as with the building management system
4. Make minor plan modifications/changes utilizing CAD and then coordinating the changes with the plan architect
5. Maintain the Product Library on the company system drive
6. Coordinate all plan revisions with all departments, including but not limited to the Project Managers and Project Coordinators
7. Act as a resource for special project assignments

Skills/Competencies
1. Excellent written and oral communication skills
2. Understanding of and experience with website content and social platforms
3. Demonstrated ability to organize and prioritize multiple projects and timelines, with
attention to detail

Education and/or Experience

1. Bachelor's Degree preferred, in Architecture or Construction
2. 3-5 years' work experience
3. Proficient in Microsoft Office Suite, CAD
4. Ideally a fifth year, trying to complete experience requirement!

Main Contact
Please submit resumes and questions to: Mark Snoddy marksnoddyjr@att.net, note internship on subject line.