

Job Description – Design Coordinator

Key Requirements:

3rd level qualification in Architectural/Project/Construction Management
Minimum 3-5 years experience in a similar role
Experience working on hyperscale Data Centers
Excellent IT and communication skills.
Strong ability to collaborate and work as part of a high-performance team.
Good time management skills are essential while working to tight deadlines

Key Responsibilities:

Reporting to the Design Manager/Senior Contracts Manager the responsibilities of the role will include but may not be limited to:

- Support the Design process in providing a platform for good communication and coordination between Architects, Structural Engineers and Service Engineers who all work direct for Colleen on the project
- Support the Design Manager to ensure any Design development is communicated with Colleen Contracts Management and QS from a financial aspect
- Maintain commercial and contractual awareness
- Support the Coordination and track the submittal and approval process of Designs and materials ensuring Client Representative sign off and approvals
- Support the development of look ahead plans
- Should have a good all-round knowledge of the construction industry and keep up to date across all disciplines
- Keep up to date on building regulations BCAR, TGD, environmental, health and Safety regulations
- Arrange & attend Site Meetings and take minutes as required
- Promote & foster the company core values and a culture of wellness at work.
- Handle internal and external communication with a high degree of professionalism and confidentiality