



## ***BIM and Concept Technical Support***

Issued: 2018

### **Position Reports To:**

Vice President of Operations

### **Duties:**

This role is to support the organization in the development of selected, in-house drawing and rendering development, as well as provide communications and marketing support using the latest technology related to the construction industry. The role will work with our various project leaders by facilitating communications and supporting our clients, consultants and project teams. The candidate will also manage website content development, photography data base of projects, updating active social media links and other marketing endeavors.

### **Primary Functions, Responsibilities and Duties:**

#### **General Requirements**

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
- Ability to work in and support a strong team concept but have the ability and insight to work independently.
- Be “results oriented”
- Present oneself as professional, innovative, creative, and a self-starter
- Foster a positive and professional work environment both onsite and in the office with trades and co-workers
- Meet and coordinate with all team members in a professional manner
- Have the ability to communicate effectively both the concerns and best interests of the company
- Instil a positive working relationship with Clients, Consultants, etc. to encourage repeat business

- Understand BLT's Occupational Health and Safety Policies and assist in the execution of BLT's policies
- Maintain a good working knowledge of trade unions, their agreements and stipulations as it relates to pricing of work

### **Role Specific Responsibilities**

- Work with project leaders in developing 3D modeling presentations to facilitate communications with consultants, trades and clients
- Manage portfolio of project images to be used for social media, website and other media use including advertising in major industry
- Work with internal marketing team in preparation of proposals to potential clients
- Facilitate discussions with consultants through the use of Revit and AutoCad generated drawings, using this skillset to create interference drawings
- Creating building details and standards for select clients for design build/detail clarification purposes
- Establish best practices using BIM and other relevant initiatives to make organization efficient in the execution of small projects
- Support small project initiatives in a cost-effective method using skillset and knowledge associated in the assembly of construction information

### **Key Skills**

- Extensive experience and knowledge of AutoCad, Revit and Sketch-Up
  - Extensive experience in the use of Illustrator, Photoshop and PowerPoint
  - Excellent understanding in the construction of retail, restaurant and commercial buildings
  - Ability to read and understand all disciplines of project drawings and specifications
  - Assist in deployment of projects
  - Excellent verbal, written, communications and presentation skills
  - Education: Interior Design, Architecture and/or Marketing/Graphic Art
- All administrative duties required for above, such as but not limited to:
    - Printing, arranging for couriers, scanning, copying, assembling and filing of documents, office supplies management, arrange for disposal of shredded sensitive material, etc.

- Follow-up with different parties to ensure timeliness of required items
  - phone calls, email correspondences
  
- Any other reasonable requests made by the project management or senior leadership team.