

Job Description

Title: Architectural Project Coordinator

Location: Sto Americas Headquarters - Atlanta, GA 30331

Reports to: Sr. Project Manager

Purpose:

Sto Corp. (Sto), a global innovation leader in building enclosure systems and high-performance façade solutions, is seeking an **Architectural Project Coordinator** to support StoVentec™ Rainscreen. This role focuses on the technical and architectural aspects of StoVentec projects — preparing and coordinating shop drawings, architectural details, and system documentation from project initiation through fabrication and installation. The position bridges between architects, engineers, and Sto's internal operations, ensuring technical accuracy, design intent, and aesthetic quality across all project phases.

Essential Duties & Responsibilities (includes, but not limited to):

- Develop, coordinate, and revise shop drawings, renderings, and architectural details for StoVentec™ Rainscreen systems.
- Review architectural and structural drawings to identify interface conditions and ensure compliance with Sto design standards.
- Provide technical design support to architects, contractors, and sales teams during pre-construction and submittal stages.
- Collaborate with internal teams and external consultants to ensure drawings and specifications meet project requirements.
- Ensure projects remain on schedule, within budget and in scope. Maintain drawing logs in collaboration with project management.
- Monitor and reports on project's progress and performance.
- Prepare estimates and detailed project plan for all phases of the project.
- Provide an excellent, seamless experience for our customers.
- Perform other duties as assigned.

This is a hybrid remote/in-office position with mandatory in-office visits/trainings/meetings occurring throughout the calendar year. Eligibility for a hybrid work schedule to begin after initial onboarding training period with key team members.

Knowledge/Skills/Abilities:

Minimum Education:

- Bachelor's degree in project management, building science, architecture, construction management or related field is required. In lieu of degree, a construction related certificate from technical college and related work experience as a manager or supervisor in construction are required.

Minimum Experience:

- 5 years technical service experience with a construction products manufacturer.
- 5 years of project management experience, including tracking and planning projects.

Essential Knowledge:

- Drawing skills, CAD, BlueBeam, and/or Revit.
- Project management methodologies.
- Construction methods and materials.
- Building science.
- Architectural detailing.
- Proficiency with Microsoft Office 365, Project management software, CRM/ERP other quoting software.
- Experience with architectural claddings/panels/Rainscreen (preferred).
- Strong written and verbal communication skills in English. Able to communicate in Spanish (preferred).

Essential Skills:

- Technical writing.
- Read and analyze construction drawings.
- Verbal communication of technical information.
- Ability to work on multiple projects concurrently.
- Ability to work with cross-functional teams.
- Analytical and problem solving.
- Personality that will fit into a small group of highly motivated, driven and efficient individuals.
- Exhibits strong communication skills to request needed information and the initiative to independently secure resources for effective task execution.
- Strong sense of urgency and drive when necessary to work through potential stressful situations when they arise.
- Strong organizational, prioritization, decision-making skills.
- Process-centered.
- Ability to travel domestically and occasionally internationally for site visits, company meetings, or for training.

To Apply:

Submit your resume and cover letter to Jobs@StoCorp.com. Job ID: APC