
Job description

Licensed Architect Position

Duties and Responsibilities:

- Participate in conceptual design and provide full design support throughout a project
- Prepare detailed contract documents including drawings and specifications
- Participate in all aspects of construction administration (in office and on site)
- Coordinate project between in-house disciplines and with outside consultants
- Develop reports such as feasibility studies, condition reports and recommendations
- Establish and maintain on-going client relationships

Qualifications and Critical Skills:

- Bachelors or Master's Degree in Architecture from an NCARB accredited institution
Licensed Architect
- 5+ years in experience within the architecture and construction field preferred
- Strong understanding and knowledge of building codes, zoning regulations, building construction, building systems and site requirements
- Excellent communication skills, ability to develop solid relationships with clients, coworkers and consultants
- High accuracy in work product and attention to details
- Capable of devising new approaches to problems encountered
- Understanding of Value Engineering and providing alternative recommendations to clients as they relate to project budgets and associated construction cost

Computer Skills:

- Revit
- MS Office Suite
- AutoCAD
- Adobe Creative Suite (including Photoshop)
- Strong skills in 3D modeling, rendering and presentation skills using Revit or Revit plug-ins

This position offers excellent pay and a complete benefits package including:

- Medical/dental/vision/disability insurance with an HAS
- Simple IRA retirement plan with employer match
- Holiday and Paid Time Off
- Paid professional registration and licensing fees
- Paid PDH Courses

Job Type: Full-time, in office