
Job description

Architectural Designer

Duties and Responsibilities:

- Take part in project conceptualization and design presentations
- Prepare contract documents including drawings and specifications with oversight from senior staff
- Generate revisions and corrections from outline mock-ups, redlined drawings and project document sets.
- Work closely with team members and assist to complete projects on aggressive schedules by meeting deadlines within expected time and budget constraints.
- Utilize the International Building Code (IBC) and ADA regulations to perform code reviews and ensure project compliance
- Assist on projects during construction through review and processing of RFI's, ASI's and Addendums and periodic on-site construction observation
- Produce graphic presentations, 3D renderings and construction documents
- Responsible for preparing presentation materials such as conceptual drawings, 3D renderings and visualization, and digital 3D and physical models
- Assist in managing client expectations, team communication and consultant coordination

Qualifications and Critical Skills:

- Bachelors or Master's Degree in Architecture from an accredited institution
0-3 years of experience
- Ability and desire to become a Licensed Architect
- High accuracy and attention to details

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 a plus

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