

## **Architect / Project Manager / Project Captain**

### **About us:**

High-end architectural firm on the peninsula is currently seeking a talented Architect /Project Manager / Project Captain with 3+ years of experience for a full-time position as Project Architect / Job Captain. With a challenging and supportive work environment, we offer opportunity to work on exciting high profile projects on the Peninsula and Greater Bay Area. Candidate will be responsible for the coordination and oversight of the construction documentation and administration process from schematic design through construction administration and completion of the job. Our projects include custom residential, commercial, schools, fire stations, pools and equestrian designs. We offer a unique work environment and competitive compensation package including paid vacation and holidays, employee Health Benefits and 401K plan.

### **Primary Responsibilities:**

- Development of designs for clients and design review
- Support Principal, Senior, and Associate Architects
- Development of construction documents
- Construction admin activities including site visits, RFI responses, submittals and punch list reviews
- Coordinate effectively with clients, consultants and contractors
- Lead team and client meetings
- Research materials and finished for assigned projects
- Preparation of project finish schedules and specifications

### **Desired Skills & Experience:**

- Architectural License, State of California
- BS Architecture, 3+ years of experience
- Proficient in ArchiCAD, Microsoft Office programs (bonus: experience with ArchiOffice)
- Deep knowledge of design principles and standards
- Ability to meet scheduled deadlines and work within the client's budget
- Strong working knowledge of building systems, codes, and ADA requirements
- Superior verbal, written and graphic communication skills
- Ability to problem solve, be creative and enjoy a collaborative work environment
- Organization and time management skills
- Passion for providing exceptional client services
- Proven track record for focusing on the project and the team
- Must have transportation and valid drivers license

### **Benefits:**

Competitive compensation, depends on experience

Health insurance

Employer matching 401K plan

Paid sick days and holidays

Paid vacation with longevity bonus weeks

### **How to Apply:**

Please email your resume and a statement of understanding showing why you would be a great candidate for the job.