



Project Architect / Manager

Immediate full-time opportunity for a Project Architect who is a motivated self-starter, able to multi-task, and can work on concurrent projects. Ideal candidate will have a background in commercial, municipal, tribal, and high-end residential projects, and proven understanding of construction and technical detailing.

Responsibilities:

- Work under design principal for normal project management responsibilities including project coordination and client interaction
- Manage multiple, concurrent projects with ability to complete projects on time
- Manage project teams, including outside consultants and contract drafters
- Development of working drawings through all phases of a project, including pre-design and code review, design documents, bidding and close-out documents on a variety of projects
- Assist in client communications and meetings
- Construction administration

Desired Qualities:

- Licensed architect of at least three years with a Bachelor or Master of architecture degree
- If unlicensed; min. of five years of project management experience in an architectural setting and a bachelor or master of architecture degree
- Excellent interpersonal and communication skills (written and oral)
- Highly motivated
- Collaborative spirit and sense of humor

Minimum Required Skills:

- Fluent in AutoCAD and Revit
- Experience with budgets, schedules, and specification writing
- Strong communication and graphic skills; ability to translate design into compelling stories
- Strong organizational skills and ability to multi-task on concurrent projects
- Friendly, flexible, and versatile
- Experience in construction administration phase duties
- Strong understanding of construction and technical detailing

Preferred Skills:

- Experience with Adobe Creative Suite (InDesign, Photoshop) and MS Office Suite
- Ability to provide code review/research
- LEED Accreditation

Compensation:

- Full-time position; compensation based on experience and education.

Interested applicants should send a resume, portfolio, and references to Becca Snyder, AIA at becca.snyder@bjfelix.com. No phone calls, please.