

Sr. Project Architect- Commercial Architecture

Qualifications:

(Minimum educational, licensing and experience requirements)

Education/Licensing/Accreditation:

- 5 year Bachelor of Arch or Master of Architecture degree
- Registered Architect in Texas

Experience:

- 15 years of work experience with a minimum of 10 years of experience in commercial architecture
- Experience with Commercial Architecture projects ranging in size from 10,000 rsf to 500,000 rsf
- Proficiency with MS Word, Excel, MS Project Schedule a must
- Working knowledge of AutoCAD and Revit
- LEED Accreditation and experience with LEED CS or NC

Responsibilities:

- Responsible for quality control/management of documents and services on all projects within the Workplace Commercial Architecture Studio.
- Report to studio project manager and principal in charge of the Workplace Commercial Architecture Studio.
- Schedules in-house design reviews with the Design Team and Principal-in-Charge / Project Manager. Schedules consultant coordination reviews for the construction documents prior to the end of any documentation phase or issuance of documents.
- Assist project manager with preparation of drawing lists and hours estimates.
- Participate in marketing presentations with project team.
- Assist project team with bidding and selection of general contractors.
- Responsible for project closeout.

Professional Qualities and Behaviors:

- Excellent ability to multi-task and respond to changing project needs and schedules.
- Creative, organized, and capable of prioritizing and being proactive.
- Ability to communicate both, verbally and in writing; strong people skills on-on-one and team building experience.

Notes:

- Only qualified applicants will be considered
- U.S. Citizen or have legal right to work in the USA without sponsorship
- Please send your resume and portfolio to hr@zieglercooper.com