



## PROJECT ARCHITECT

EHDD, a national leader in architecture, interior design, urban planning and sustainability is seeking an energetic, creative and self-motivated individual to expand our practice's relationships and work in the Bay Area and beyond. The ideal candidate must have a passion for working in a creative environment, superior communication skills and proven leadership abilities.

### The Role:

As a Project Architect, your role is to provide technical leadership and documentation coordination for projects of all sizes and levels of complexity. The ideal candidate will be prepared and eager to participate in all phases of projects, and have at least 1 year minimum experience in day-to-day direct management of a project in Construction Administration.

### What You Will Do:

- Planning, developing, and executing technical documentation which may include interpreting, organizing, and coordinating project team assignments
- Direct and coordinate production of schematic, design development and construction documents in collaboration with Project Manager
- Perform construction administration duties (e.g.: RFI's, submittals, bulletins, site observations, etc.)
- Execute applicable agency review analysis (accessibility, zoning, life-safety, etc.)
- Direct, organize, and mentor junior staff

### Qualifications:

- Professional degree from an accredited school of architecture
- 8+ years' experience in a design office [Architectural office preferred]
- Experience directing certain technical aspects of a project
- Excellent verbal and written communication skills
- Collaborative and professional work ethic
- Fluency with Revit, AutoCAD and other 3D modeling software [Rhino/3DS Max]
- Advanced knowledge of the design process, construction documentation, and special experience/knowledge of construction administration
- Strong knowledge of sustainable design principles and LEED accreditation are a plus

EHDD offers a great work place environment and interesting building types - including aquariums, museums, academic facilities, laboratories, libraries, student housing and commercial residential developments. We offer competitive benefits, including flex days and support for professional development.

EHDD is an Equal Opportunity Employer. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply.

Please submit a letter of interest, resume and samples of your work by e-mail to [HR@ehdd.com](mailto:HR@ehdd.com) and reference Project Architect on subject line.