



## Project Architect

EHDD is an award-winning firm that provides architecture, interiors, planning and urban design services for educational, residential, institutional, commercial and civic clients. We are looking for a Project Architect with exceptional design and communication skills to join our firm.

As a Project Architect, your role is to provide technical leadership and documentation coordination for projects of all sizes and levels of complexity. You are self-driven, resourceful and detail oriented to ensure the highest level of quality and service. Strong organizational skills, flexibility and critical thinking are necessary traits. A creative and proactive individual who is eager to take on new challenges will thrive in this position. We emphasize the importance of having a curious, speculative nature and a unique design perspective. 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.

### The primary responsibilities of this position include:

- 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
- 5+ 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

Please send your resume, portfolio, and letter of interest explaining why you want to work at EHDD, sharing a software platform that you love, and how you'd make a great fit for this position to [HR@ehdd.com](mailto:HR@ehdd.com).

EHDD offers an outstanding benefits package including healthcare, 401K match, and vacation. EHDD is proud to be an equal opportunity employer.