

## **Architecture**

### **PROJECT ARCHITECT**

#### **Responsibilities**

- Attend/Document initial Client Development meetings. Acquire general information required to establish type, “expectations” and scope of work/criteria for the project.
- Request any As-Built documents (site plans, utilities, ext.) or previous documents assembled for the Project from the Client. Obtain proper release if required.
- Research, programming and preliminary Schematic Design to set the direction of the Project.
- Establish requirements and schedules of the public agency review process, and procure all documentation available regarding applicable Planning, Zoning and Government Agencies.
- Create SD, DD, CD drawing packages.
- Provide Architectural Construction Administration Services.
- Observe the progress of physical construction regularly and relay problems and /or correction required to the Project Manager to insure the proper interpretation of architectural plans is channeled to the field and quality control is attained.
- Prepare Architectural Punch list upon substantial completion and/or opening of Project for review and implementation by Project Manager and Construction Superintendent.

#### **Job Requirements**

- Five or more years verifiable work experience in a professional architectural setting.
- Excellent organizational skills, with strong attention to detail.
- Excellent interpersonal and communication skills (both written and verbal).
- Excellent internal and external customer service skills.
- Must be able to work as part of a team or independently, self-starter, results-oriented.
- Detail-oriented, able to multi-task and meet deadlines.
- Demonstrated computer proficiency in AutoCAD and MS Office products.
- Ability to maintain the highest level of confidentiality, handling sensitive information concerning both the Company and its clients.

#### **Education**

- 4-5 year degree from an accredited Architectural program required.

**Submit your resume to [careers@marnellcompanies.com](mailto:careers@marnellcompanies.com)**