June 2022

Job Description:

**Project Designer**

Experience: 3 years minimum experience in an architecture firm working under a licensed architect.

Education: Bachelor of Architecture, Bachelor of Science in Architecture or Associates in Architectural Technology is required. Participation in NCARB and AXP is preferred.

This position is for an Architect/Designer 1 role and assistant to the Project Manager. Candidates must have the ability to communicate and present information clearly and have a strong technical background. The following is a list of the primary job responsibilities:

1. **Technical Coordinator**
   a. Understanding the process of completing a construction project.
   b. Complete and document all technical aspects of the project
   c. Proficient user of AutoCAD 2022.
   d. Provide technical research as required for the project.
   e. Assist the Project Manager in responding to all technical questions from the contractor and the design team members, including coordination of M/E/P, Structural and Hazardous Material consultant’s design documents.
   f. Assist the Project Manager in reviewing and processing RFIs and Shop Drawings.

2. **Planner/Organizer**
   a. Plan and organize the content of the construction documents and make sure the information is clear, coordinated and accurate.
   b. Communicate the progress of the construction documents to the project team.
   c. Organize and assist the project manager with specification development.

3. **Quality Control**
   a. Assist the Project Manager in making sure that project information is communicated to the project team.
   b. Check the drawings to ensure that all information is included and is accurate.
   c. Strive for excellence not perfection and learn from your mistakes
   d. Strive to continue personal education about the technical aspects of the construction industry and the architectural profession.