**PROJECT ARCHITECT**

**ABOUT THE FIRM:**

Founded in 1990 our client is a mid‐sized, full‐service architecture firm based in Kansas City, Missouri, providing high quality architectural planning and design services for our caring and financially viable real estate oriented clients throughout the United States in the fields of corporate office and interiors design, master planning, mixed‐use design, retail design, environmental graphic and green building design.

***They design successful environments with caring people that enjoy rewarding relationships.***

* Our client has consistently delivered well‐designed, efficient and thoughtful spaces based on their clients’ needs and their team excels at creating beautiful environments on limited budgets and time, and actively pursues ways to bring their clients wishes to life. They enjoy being involved in making their clients dreams a reality, and are committed to strong design, client satisfaction and the continual development of a better environment.
* Their goal is to have an ongoing, profitable firm with an energetic and open work environment containing positive, trustworthy, creative, goal‐oriented, balanced and hard‐working individuals committed to creating value for the firm, its clients and themselves. The focus of each individual in the company is to develop and embody the qualities necessary to grow within the firm and create value and opportunities that achieve long‐term professional and personal value.

**REQUIRED SKILLS**

* Ability provide a caring and teamwork attitude
* Ability to effectively communicate both verbally and in writing.
* Ability to work in team environment and effectively meet project deadlines.
* Strong knowledge of Commercial Real Estate design, costs, trends, construction methodology and material application
* Advanced knowledge of architectural building systems.
* Strong knowledge of sustainability, integrated design and LEED guidelines.
* Strong knowledge of QA/QC process.
* Advanced knowledge of building codes and ability to research and apply/incorporate into technical documents.
* Proficiency in AutoCAD Rel. 2015 preferred.
* Proficiency in Microsoft Office Suite.
* Proficiency in Photoshop, Illustrator, and InDesign graphic software preferred.

**REQUIRED EXPERIENCE**

* Bachelor’s degree in architecture required.
* 1 plus years’ professional design experience.
* Licensed, or near Licensed, Architect (in process of taking test)

**FIRM MEMBER RESPONSIBILITIES**

*They expect each member of the firm to:*

* *Be a positive influence with clients and staff*
* *Be Reliable, Responsible and Empathetic*
* *Protect the interests of the firm both financially and professionally.*
* *Focus on Individual & Team Achievement to assure total team success*
* *Become a key performer in tackling project assignments consistent with the policies and thinking of the firm.*
* *Act proactively in learning about firm and engage in developing successful processes to help create the model firm*
* *Be active involvement in community and professional activities*

**PROJECT MANAGER RESPONSIBILITIES**

*Project Architects are expected to:*

* Work directly with Principal‐in‐charge to develop project design of the client’s projects from concept to completion ensuring the design idea is consistent and properly executed throughout project.
* Develop a positive, effective and trusting relationship with clients
* Involve in business development meetings to target specific market, client or project opportunities.
* Participating in the design process and develop alternative solutions and presentation graphics used to communicate concepts to the client or for agency approval.
* Performs as team leader on projects.
* Mentor and direct the work of less experienced staff
* Assist in innovating sustainable products with green architecture sensibility.
* Assisting in the streamlining of the design process from conceptual design through overall completion of projects.
* Provide project contract administration responsibilities.
* Plan, manage and complete working drawing sets.
* Monitor design process from conception to construction administration to ensure consistency of design idea.
* Independently perform assignments and arrive at solutions by receiving instructions on assignment objectives.
* Ensure compliance of construction detail documentation to quality control and best practices.
* Attend field reviews, on‐site meetings and project meetings and coordinate schedule reviews and submit samples.
* Perform project research and develop project specifications.
* Engage in team meetings to resolve project issues and coordinate to schedule adherence of technical issues.
* Review accuracy of calculations, estimates, plans and completed reports.
* Contact municipal building department and government agency officials for approvals.
* Coordinate and effectively communicate with project consultant, vendors, and contractors
* Interact with building officials during project permitting and construction phases.
* Maintain project manual and conduct and document on‐site observations and reviews.
* Coordinate shared electronic documentation and files with project team, clients and consultants.
* Assist in planning and conducting work to complete working drawings.
* Provide technical support and project communications to team as required. Ensure that construction detail documentation conforms to quality assurance, quality control and best practice standards.
* Attends on‐site visits, field reviews and project meetings. Prepares and coordinates the review of contractor’s schedules, submission of shop drawings and samples.
* Participate in team meetings to resolve project issues and maintain project goals.
* Participate and oversee as required in review of project costs and budgets, adherence to schedule.
* Be involved in the Firms Social, Green and Training Teams to allow for increased interaction with peers and assist in the education needed for professional licensure.

**INTERESTED?**

Send your resume to [rborgerding@pegstaff.com](mailto:rborgerding@pegstaff.com) for consideration.