ARCHITECT/ARCHITECTURAL PROJECT MANAGER

MartinRiley is currently looking for a motivated and self-starting experienced Architect or Architectural Project Manager to join our Architectural Studio. An Architect or Architectural Project Manager at MartinRiley is the consummate professional that understands the importance of customer service. They believe in the pursuit of excellence in design, construction documentation and the execution of the construction project. An Architect or Architectural Project Manager at MartinRiley is not afraid to get their shoes dirty.

The successful candidate will have substantial knowledge of procedures for production of design development and construction documents, a thorough knowledge of architectural planning, drafting, detailing, building materials and a general knowledge of codes. An Architect or Architectural Project Manager will participate in project design throughout the various phases from Concept to Design Development, Construction Documentation and Construction Administration. Desired applicants should demonstrate a desire to advance within MartinRiley.

Qualifications:

• NCARB accredited Masters or Bachelors of Architecture
• 3 or more years of applicable experience
• Possession of, or working towards state licensure
• Autodesk Revit, AutoCAD, and Adobe Creative Suite experience

Skills and Abilities:

• Presentation graphics preparation.
• Working with the project team to develop ideas, details, and solutions.
• Ability to complete a full set of construction documents.
• Ability to process submittals, RFIs, substitution requests, etc., during construction.
• Conduct on-site observations and document site reviews.
• Ability to meet deadlines and prioritize multiple projects
• Exercises sound time management and organizational skills
• Demonstrates strong written and verbal communication
• Ensures an attention to detail when handling projects
• Ability to prioritize time and multitask

Compensation:

• Competitive compensation, health/life insurance, Personal time off/holidays, 401k program.

Candidates should submit their resumes as one document in pdf form to Ron Ross (rross@martin-riley.com).