ARCHITECT/PROJECT MANAGER

Overview
Vintage Archonics, Inc., originally founded in 1927, is a team of architects, engineers and designers delivering innovative, and cost-effective design solutions. As a leader in the healthcare design industry, we serve clients across several state lines in the Midwest. Our broad project experience also includes commercial, industrial, recreational, religious, educational, and institutional projects.

To continue our growth, we are seeking an experienced architect/project manager to join our team. This individual must be technically proficient, well spoken, and committed to provide the highest level of service to our clients.

Responsibilities and Essential Duties
- Lead the programming, planning, and design efforts as a primary point of contact with clients
- Construction document production
- Construction administration including leading and documenting project meetings
- Punch list generation and follow-through to project closeout
- Prepare presentation drawings and assist with marketing efforts
- Prepare project cost estimates and project schedules
- Contract development using AIA documents
- Review drawings for conformance to local, state, and federal building codes, as well as AIA guidelines
- Prepare/edit project narratives and specifications – proficiency using MasterSpec
- Proficiency using Revit BIM, Bluebeam, Adobe Suite, Microsoft Office Suite, etc.
- Provide project coordination between disciplines and outside consultants
- Responsibility for final review of contract documents

Requirements and Qualifications
- Registered architect, or working toward registration
- Ability to obtain reciprocity in other states and certifications relevant to our markets
- Ability to work collaboratively and manage a project team
- Strong organizational and interpersonal skills
- Professional attitude
- Thorough knowledge to assemble a complete set of bid documents
- Ability to make good, timely decisions
- Generate creative solutions with attention to detail
- Ability to design and manage multiple projects concurrently
- Ability to earn the confidence of our clients

Compensation
Salary is commensurate with experience. Benefits for full-time employees include 401k with company match, health insurance, and bonus based on performance.

Interested candidates should submit a resume and cover letter to pmattingly@vintagearchonics.com.