ARCHITECTURAL GRADUATE

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 architectural graduate to join our team. This individual should be a self-starter with strong verbal and written communication skills.

Responsibilities
- Construction document production
- Strong working knowledge of Revit BIM, Bluebeam, Adobe Suite, Microsoft Office Suite, etc.
- Coordination with other disciplines and outside consultants
- Job site visitation and field verification
- Prepare/edit project narratives and specifications – working knowledge of MasterSpec
- Review drawings for conformance to local, state, and federal building codes, as well as AIA guidelines
- Shop drawing and submittal review
- Attend in-house design review meetings for ongoing projects
- Construction administration including documenting project meetings
- Punch list generation and follow-through to project closeout

Requirements and Qualifications
- Working toward architectural registration
- Willing to take direction
- Ability to work as part of a team or independently
- Ability to prioritize tasks and handle multiple deadlines
- Strong verbal and written communication skills
- Solution-focused design with attention to detail
- Dedicated team member, who is punctual and responsible
- 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.