

## **Project Architect / Job Captain – Grand Rapids**

The Project Architect (PA) / Job Captain is a senior team member responsible for development and implementation of assigned architectural projects.

Responsibilities Include:

- Being an excellent communicator
- Assessing project requirements, break projects into tasks, work with Project Designer and Project Manager (PM) to identify work scope, project budget, and other resource requirements
- Knowledge of applicable building codes. Ability to interact with code officials and other design professionals when an interpretation or exception to building codes is required
- Ability to work as a leader or member of a team with ability to complete projects independently
- Proven ability to manage time and budget on multiple projects
- Ability to interact with the PM to alert and coordinate project scope and schedule modifications
- Develop design to be consistent with design intent and work closely with Project Designer for continuity and systems integration
- Coordinate all aspects of project document completion within company and externally with clients and other design professionals
- Promote use of and participate in development of company design and production standards
- Project Specification generation
- Special Projects as assigned

The successful candidate must possess a Bachelor of Architecture, 5+ years' of experience and proven success as a PA. Master of Architecture and State license a plus. 4+ years of MicroStation and/or Autodesk Revit drawing experience is preferred.

The PA is an integral part of the building process from beginning to end and must ensure that the team is working effectively while maintaining schedule and budget. The position is responsible for providing outstanding technical and architectural expertise to a diverse portfolio of projects including mixed-use/residential, educational, commercial, hotels, restaurants, medical/dental facilities and more.

Cover letter and resume may be submitted to [hr@intarch.com](mailto:hr@intarch.com) No phone calls please. EOE