



Scott Architects is seeking candidates for an Assistant Project Manager/ Project Architect position. We are a 15 person Architectural Firm with in-house mechanical and electrical engineers. Scott Architects is committed to providing the highest quality of professional services to our clients. Typical projects include retail, restaurants, office buildings, multi-family residential, historical restoration, industrial, and general commercial for both regional and national clients.

Personal and professional growth of all the staff is a core value of the firm. Individuals should be self-motivated with the desire to become an integral member of the team. The applicant should have the ability to take on all aspects of project development and management with minimal supervision. Good communication skills a must. Responsibilities are limited only by the individual's abilities. Duties will also include:

- Client interaction and management of expectations.
- Design, construction documentation and construction administration.
- Coordination of governmental agencies, submissions and reviews.
- Coordination of contractor submissions, inquiries and reviews.
- Marketing and business development.
- Involvement in office activities, initiatives and learning functions.
- Ability to undertake multiple projects concurrently, alter and manage established timetables to meet project deadlines.

The applicant should possess the following minimum credentials:

- Professional architectural degree with 4-8 years' experience.
- Proficient in AutoCAD, Sketch-Up and Photoshop.
- Knowledge of Revit a plus.
- Fluent in the use of the International Building Code and Barrier Free Accessibility Guidelines.

Email resume, cover letter and salary requirements to Jeffery A. Scott Architects at jscott@jscottarchitects.com. Salary commensurate with experience.

Additional Salary Information: Benefits include: Health Insurance, Dental, Paid Vacation, Retirement Plan, Disability and Bonus