



JOB DESCRIPTION- Architect, Project Manager

Ruby Architects, Inc. is currently interviewing candidates for a new full-time position as Project Manager. We are seeking a driven, self-motivated, eager and responsible, recently licensed architect interested in taking on increased responsibility with potential for unlimited growth within our team-oriented firm.

Ruby Architects, Inc. was established in May, 2006 and is looking to grow to a five-person firm. The firm is located in downtown Little Rock and currently serves a wide-range of clients across much of the State of Arkansas, with a heavy focus on historic preservation, adaptive re-use and new commercial construction. Above all else, we excel at attention to client, attention to detail and in problem-solving.

The ideal applicant possesses 5-9 years of experience working in an architectural office and has demonstrated an excellent ability to manage projects through all phases of design development and construction. They would be expected to independently manage client and consultant relations and work well with existing staff in delegating work and assigning responsibilities. They should excel at identifying problems, formulating solutions, establishing priorities and balancing schedule & budget.

The candidate should have excellent communication skills, knowledge of construction material, standards and codes with experience in both production of working drawings and specifications in addition to field experience in working through construction. They should have a strong work ethic with a desire to excel.

Qualified candidates will be asked to submit a resume and PDF portfolio along with responses to the following questions contained in a cover letter:

1. What is your highest level of education? What institutions and year of graduation?
2. How many years experience working in professional architectural environment?
3. When would you be able to begin work?
4. Please describe your career goals and the ideal working environment that you feel would best foster your ability in reaching those goals.

If interested, and feel you meet these qualifications, please submit your cover letter, resume and portfolio to resume@rubyarchitects.com.