

DAVIS & DAVIS | Careers

Davis & Davis is always looking for great candidates to join our talented architectural and interior design team!
We currently have the following positions open for immediate hire:

Project Architect

Location: Davis & Davis - Farmington Hills Office

Davis & Davis in Farmington Hills, Michigan is accepting resumes for a Project Architect with 7+ years of experience in the architectural design industry.

Our team is a collaborative and dedicated group of highly-talented individuals. Respect and communication is at the heart of our office dynamic. We promote a healthy work/life balance and ensure your continued growth and success. We invest in our team members because when you succeed, we succeed.

We are seeking a detail-oriented individual who is interested in leading and managing project accounts through all phases of design and construction. This member must be capable of overseeing and producing construction documents for projects ranging in size and level of detail and is able to maintain project files, post changes to drawings and specifications, manage and track correspondence between the client, contractor, engineer, and any related trades. A team member that is motivated, focused, friendly and able to effectively collaborate and lead a project team is essential. Proficiency in AutoCAD is required for this position. Revit knowledge is a plus.

Qualified candidates should submit a cover letter, resume, and work samples (maximum of 15 mb total) to the email below with the job title in the subject line. Please no hard copies, drop-ins, or telephone calls.

Qualifications:

- Bachelors or Masters in Architecture from an accredited college/university
- 7+ years of related architectural experience with a strong focus on construction documentation desired
- Registration preferred (Michigan); those on track for registration will be considered
- Ability to manage multiple projects simultaneously
- Strong organizational and project management skills
- High level of organization and attention to detail
- Multi-tasking ability and capability to prioritize and manage tasks against deadlines
- Proficiency in AutoCAD required, Revit a plus
- Knowledgeable in, and able to navigate IBC and ICC/ANSI standards
- Ability to take direction and lead with minimal supervision
- Strong technical and graphic communication skills
- Able to communicate effectively with clients and consultants
- Comprehensive understanding of materials, construction processes, and detailing
- Advanced knowledge of project design process, construction documentation and administration

Working with us, you will:

- Manage project accounts, project team, and project consultants to meet scope of services
- Review and oversee all projects within assigned accounts
- Prepare, review, and oversee development of architectural drawings to meet project requirements
- Manage project schedule and operational budget as required for assigned projects/accounts
- Relate building design concepts to building codes, zoning ordinances and other external governing codes in effect
- Consult with manufacturers; research and propose materials and products
- Initiate and lead internal plan reviews, client design approvals, and coordinate municipal permit process and other approvals
- Establish and maintain the project budget and schedule
- Provide leadership and training for junior and support staff
- Actively lead and oversee construction administration including responding to RFI's, reviewing submittals, preparing sketches and addendums (CCD's), visit construction sites to gather information and/or prepare punch lists

Please email resume and attach any supporting documents (preferred format is PDF): Resumes@DavisInteriorDesign.com