



## JOB POSTING: Project Architect

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Date: 5/31/22

### Job Description:

Daniels and Zermack Architects is a small design firm specializing in Libraries and Financial Institutions in the Midwest for over 70 years. We are currently seeking a project architect to join our team, with experience in managing projects from design through construction documents. The ideal candidate is an outgoing individual who combines strong technical skills and attention to detail, with a passion for design to develop concepts into built projects. The candidate should have experience or interest in being a team leader who enjoys mentoring less experienced staff. The candidate should enjoy contributing to the office culture of mentorship, exploration, and excellence as well as an environment that is enjoyable for the whole team.

This is a full-time position with paid overtime, flexible schedule, and an excellent benefits package (including 27 days paid personal/vacation time and 9 paid holidays, health insurance, life insurance, 401K, profit sharing). Compensation package \$70K-\$100K dependent on experience. We are an equal opportunity employer.

We request that candidates submit a resume and references with their application, electronically to [info@DANIELSandZERMACK.com](mailto:info@DANIELSandZERMACK.com)

### Applicants should have:

- 3 to 8 years of professional work experience in an architecture office post professional degree.
- Professional degree in architecture
- Architectural registration
- Production experience with AutoCAD (and/or Revit) software
- Excellent verbal and written communication skills
- Excellent organizational skills
- Interest in managing team members
- Strong manual and digital graphics skills

### Job Requirements:

- Lead design team and consultants in developing design
- Manage project including scheduling and technical architectural detailing
- Monitor status and quality of project deliverables and develop project documents at all stages of design and engage in construction administration activities.
- Manage construction contract administration, including payment request, RFIs, CCDs change orders, and submittals.
- Coordinate meetings with consultants
- Conduct team meetings and lead production team