

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:

Senior Space Planner (Architectural)

Location: Davis & Davis - Farmington Hills Office

Davis & Davis in Farmington Hills, Michigan is accepting resumes for a Senior Space Planner 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 an organized and detail-oriented individual with previous experience in architectural space planning related to landlord and tenant design services. The capability of managing multiple project accounts as well as overseeing and producing construction documents for projects ranging in size and level of detail is crucial. Must be able to maintain project files, post changes to drawings and specifications, manage and track correspondence between the client, contractor, engineer, and any related trades. This individual should be motivated, focused, friendly and able to effectively collaborate and lead a project team. Proficiency in AutoCAD and Revit is required for this position.

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 experience preferred
- 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
- Proficiency in Revit, SketchUp, and Adobe Creative Suite/Creative Cloud a plus
- Proven ability to meet deadlines
- Knowledgeable in, and able to navigate IBC and ICC/ANSI standards
- Motivated team player with team attitude
- Advanced knowledge of project design process
- Strong technical and graphic communication skills
- Ability to take direction and lead with minimal supervision
- Strong understanding of local building codes and ADA standards

Working with us, you will:

- Schedule and attend Owner/Client meetings to determine programming, space plan, and design requirements
- Produce programming documents, space plans, demising options, and square footage calculations for various size corporate and medical office projects
- Select and specify project finishes and lighting within the landlord approved parameters for tenant-improvement projects
- Assist the project team in establishing and maintaining the project budget and schedule
- Develop and maintain client relationships through friendly and service-oriented communications and account management

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