



Oxford Companies is currently seeking an innovative, creative, and technical individual to fill our **Designer** position. This individual will have the unique opportunity to be part of an integrated and cooperative design/build team which avoids the drawbacks of traditional firms. We pride ourselves on offering the stability of a fixed portfolio and the ability to develop a diverse expertise in all stages of the design/build process.

All Oxford employees benefit from a business model that directly integrates construction, development, leasing and property management operations. You will be working alongside an experienced, licensed Architect who founded one of Ann Arbor's most successful Architectural firms, and a team of individuals who never stop learning and growing.

Key responsibilities include, but are not limited to:

1. Resolve complex technical and design issues.
2. Support Architects and Senior Designers during a comprehensive design and construction documentation process.
3. Assist with consultant coordination including structural, MEP, lighting, AV, landscape and civil consultants.
4. Assist with processing submittals, RFIs, substitution requests, etc., during construction.
5. Support Architects and Senior Designers in supporting interface with building officials during the permitting and construction phases of the project.
6. Adhere to all industry standards in design.

Qualified candidates must have:

1. Registration with IDP or similar Intern Development Program.
2. Bachelor's Degree in Architecture, Design, or related field (M. Arch preferred), and 3-5 years of experience, or equivalent.
3. Experience resolving complex technical and design issues.
4. Strong knowledge of building technical and green building technology.
5. Proficiency in Revit and Microsoft Office required.
6. Strong drawing and visualization skills; inventive and imaginative.
7. Strong organization, time management and project management skills
8. Ability to assist in the creation of technical documents.
9. Strong oral and written communication skills; ability to correspond in a professional, businesslike manner.
10. Basic knowledge of building codes.
11. Valid driver's license and automobile insurance coverage; Ability to provide own transportation.

What we offer:

Oxford offers a competitive base salary and generous bonus structure. Full-time employees are eligible for our comprehensive health care coverage, including dental and vision as well as life and long term disability insurance, 401(k) plan with employer match, generous paid time off, paid holidays, Employee Share Program, paid parking, and on-site gym access.