

May 28, 2019

Environment Architects  
Traverse City, MI

### **Architect**

Environment Architects located in downtown Traverse City is seeking a Project Architect to join our fast-paced small office environment. Based on our office size you will have the opportunity to be involved in all aspects of the profession with opportunities for growth and management for a talented, motivated and skilled individual.

### **POSITION REQUIREMENTS:**

Licensed Architect; State of Michigan

Team Player

Organized

Minimum of 5-7 years experience in field with 3+ years experience in Project Management

Strong Technical Skills for Residential and Commercial Projects (knowledge of construction practices and codes)

AutoCAD drafting expertise

### **POSITION RESPONSIBILITIES:**

Ability to manage multiple projects of varying size through all phases

- Design into Design Development; Coordinating with Engineering Consultants and strong emphasis on Code Review and Compliance
- Develop Construction Documents for bidding and construction with emphasis on construction detailing; Continued Coordination of Engineering Consultants
- Ability and experience in bidding process, shop drawing review and construction administration through punch list and close out
- Represent our firm values to clients, consultants and contractors.

### **DESIRED PROFICENCIES:**

- Sketch-up
- Strong design sensibilities including confidence in Interiors
- Ability to help our office transition into Revit

Salary commensurate with experience and benefits include insurance stipend; paid vacations; retirement plan.

Please send resume by email to [ray@env-arch.com](mailto:ray@env-arch.com)