

NCAstudio is a boutique architecture and project management company that has a diverse clientele including residential, commercial, restaurant and broadcast projects. Our studio is located in the heart of downtown's historic core and supports a collaborative and proactive office environment. We are seeking a full-time Project Architect who has experience coordinating consultants, construction document production, construction administration and excellent communications skills. Applicant will be working with the Project Management team and must have experience with project budgets, schedules and project delivery. Candidates should be design-sensitive, flexible, collaborative, and able to generate drawings using Revit and ACAD programs.

We seek candidates with the following requirements:

- Bachelors or Masters Degree in Architecture
- 5+ years of experience working in an architecture
- Expertise in the use of Revit, AutoCAD, Adobe Creative Suite, Excel and Microsoft Project
- Strong graphic, organization, and communication skills
- Ability to manage a project schedule and team and documents from design through construction
- An understanding of zoning and building codes and experience coordinating with city agencies.
- Experience coordinating the requirements of jurisdictional agencies and multi-disciplinary consultants into project designs
- Experience in construction administration
- Experience in project budgets and schedules
- Experience in high end residential design and construction
- Proficient in English, both in verbal and written form
- Only persons currently residing in and able to legally work in the US will be considered. No international applicants for this position please.

Send us a resume, portfolio (PDF format only) and any other relevant information to info@NCAstudio.com with "Project Architect Application" in the subject line. We are not taking calls on this position but will contact you if we want to set up an interview. Please keep your total email attachment size reasonable (under 5 MB or send us a link to download).



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