



## **POSITION**

### **PROJECT COORDINATOR WITH CONSTRUCTION PHASE EXPERIENCE**

Candidates must be residents of California | Position is in-office, not remote.

#### **MARK H SAVEL ARCHITECTS, INC. (savel)**

**savel** is a small Architecture firm located in West Los Angeles. Our portfolio includes residential, commercial, and institutional projects throughout California. We are currently hiring individuals for our team that are moved to be part of our specialized office. Candidates must be motivated, articulate, and knowledgeable of the technical aspects of the practice of architecture and have excellent communication, writing skills, and field experience.

#### **RESPONSIBILITIES:**

- Leadership role in all phases of certain projects and supporting role on others
- Preparation of Design and Construction Documents
- Coordination with agencies
- Participate in the construction phase services of projects
- Develop schedules, budgets, and quality control for projects
- Provide support for forensic and litigation assignments including field investigation, research, and reports
- Coordination with Design Consultants and other Team Members

#### **REQUIREMENTS:**

- Bachelor of Architecture or Master's Degree in Architecture
- Proficient in AutoCAD, knowledge of Revit a plus
- Excellent communication skills (graphic, writing, and oral)
- Extremely organized and attentive to detail
- In-depth knowledge of Building Codes
- Proficient in all Microsoft Office applications (including Excel, Word, Outlook, Power Point, and Project)
- Construction Administration experience necessary
- An understanding of building detailing and specification writing
- Licensed (or in the process) by the California Architects Board
- LEED Green Associate, or LEED AP a plus
- Excellent multitasking and communication skills are imperative, high degree of initiative, flexibility, and resourcefulness
- Background in construction essential
- **Not less than 5 years of experience**

We offer a comprehensive benefits package.

#### **Contact Information:**

Please send your resume, portfolio samples, and salary requirements (**We are most interested in your construction document experience**) to: [mhsaemployment@gmail.com](mailto:mhsaemployment@gmail.com)