

## **Architectural Associate/ Project Manager**

B Ingenious Designs is a small business and family oriented architecture firm located in the Galleria area of Houston, Texas. We offer a work setting that caters to work/life balance. We also offer an opportunity for career growth and development.

### **Job Responsibilities:**

- Code Research, programming, schematic designs, and construction administration, applying knowledge of architectural design, construction documents, and knowledge of building materials and systems.
- Produces conceptual plans and renderings.
- Coordinates and integrates engineering elements into unified design for client review and approval
- Produces construction documents in AutoCAD and Revit.
- Working with the Project Manager, may direct, supervise, and check activities of workers engaged in preparing drawings and specification documents for the Conceptual Design Phase, Schematic Design Phase, and/or the Detailed Design Phase of a project.
- Interfaces with the Director of Architecture and project managers.
- Works in tandem with highly collaborative multi-discipline design teams.
- Assists in research and coordination of materials and products for project specifications.
- Commute to Construction Sites for Observations or Marketing purposes
- May require Business errands that may include but not limited to taking documents to the city.

### **[Work Hours]**

The work hours are as follows: Mon- Thurs 8am -6pm and Fri 8am-12pm

### **Architect Qualifications / Skills:**

- Ability to provide elegant and efficient design solutions
- Excellent oral and written communication
- Analytical and problem-solving skills
- High attention to detail

- Ability to work under indirect supervision  
Effective interpersonal skills and collaborative management style to include teamwork and team building ability
- Comfortable with ambiguity and time spent outside of comfort zone acquiring new skills
- Technically creative and open-minded

### **Education, Experience, and Licensing Requirements:**

- Bachelor's or master's degree in architecture from an accredited institution
- 3+ years of architectural experience preferably with commercial architecture.
- Understanding and knowledge of building codes, zoning regulations, building construction, building system, site requirements, permitting procedures.
- Proficiency in Revit, AutoCAD, SketchUp, and Microsoft Office suite is required
- Experience with managing projects from Design to Construction
- Architectural License is preferred but not required.
- Salary base according to experience