

Summary

Working closely with the Project Team, you will interpret architectural designs as specified within project sketches, architectural drawings or models and realize those designs in both 2D and 3D formats.

The ideal candidate can juggle lots of balls, manage details and works well with others on the project team.

Job Responsibilities

- Promote and share our strengths and advantages with existing and potential clients
- Help define project scope and objectives with all relevant stakeholders and ensure technical feasibility
- Meet with clients to create detailed visual and written communication to clarify specific requirements
- Create and maintain comprehensive project documentation
- Use Revit with a Falkbuilt-specific add-in to draft design drawings including renderings, 3D models, flythroughs, and submittal drawings
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Manage and execute design assignments in a timely manner and meet milestones and deadlines
- Develop spreadsheets, diagrams and process maps to document needs
- Evaluate site conditions and constraints for construction projects
- Provide regular project status updates to the Project Team and stakeholders

Qualifications

- Bachelor's degree in Interior Design or Architecture or 2 years of architectural design or studio background and experience
- Experience using Revit/design drawing logic to create an architectural construction set including floor plans, elevations, electrical plans, architectural details, door & finish schedules
- A creative self-starter with the ability to solve problems individually and as part of a team
- Aptitude with technology and willingness to learn and improve every day
- Strong working knowledge of Microsoft Office and willingness to learn Project Management software and other technologies to enhance our client experience
- Strong organizational skills and ability to work on multiple fast-paced projects
- Ability to read construction documents and specifications
- Must be adaptable and willing to embrace new technologies to help improve the design and construction process
- Strong understanding of the construction process and job site conditions
- Outstanding interpersonal skills and the ability to work closely with the Project Team and all the stakeholders to make sure the client has a positive experience

Working Conditions

- A positive hard-working corporate culture and identity
- Flexible working environment with the ability to work out of both locations (Chicago and Batavia) with some remote work.
- Limited physical requirements with occasional need to visit a client site to perform site verifications and field surveys.

Benefits

- SIMPLE IRA Retirement Match
- Health Insurance
- Holiday and Vacation PTO