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## **JOB DESCRIPTION & REQUIREMENTS**

- Team Member / Leadership Skills
- Good understanding of building Design & Construction Industry Standards & Methods.
- Creative Design Skills & understanding of Basic Design Skills.

**The Architectural Designer / Intern will be responsible for completing the following tasks in their day-to-day job function:**

- Create three-dimensional building information modeling and two-dimensional construction documentation using specialized software programs.
- Perform redline changes and revisions.
- Assist in the streamlining of the architectural design process from conceptual design through overall completion of projects.
- Assist with the contract administration responsibilities.
- Scan, copy, print and transmit original working drawings of current projects.
- Organize and maintain project files.
- Assist architects in construction drawings of building projects and other construction projects involving offices, manufacturing facilities, retail, education, healthcare, etc.
- Participate in the architectural design process and develop alternative solutions and presentation graphics used to communicate concepts to the client or for agency approval.
- Participate in the development of project specifications from master specifications.
- Participation in the review of product or shop drawing submittals during the construction phase

## **EDUCATION and EXPERIENCE**

BA, BS or MS Degree in a related field of architecture, marketing, sales, business or construction, technology and/or management; or one to two years of related industry experience and/or training; or equivalent combination of education and experience. Candidate may or may not be a Licensed Architect.

## **LANGUAGE SKILLS**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability and understanding to design buildings of all types using CAD Software in both 2D and 3D environments.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to organize and put together presentations which describe the designs which are created.
- Bilingual is an advantage but not required.

## **SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Basic understanding of Building Structural Systems and how sizing is calculated by structural engineer.
- Basic understanding of Mechanical & Electrical Systems and how they are integrated into a basic building design concept.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to develop a building design from concept to construction drawings and understand construction trades to organize design in a constructible format.
- Ability to understand and process client information into a graphic format during live programming sessions with clients and to develop project goals and objectives related to a building's use and functionality.

## **COMPUTER OPERATIONS**

Basic personal skills including phone, email, word processing, spreadsheet and graphics, internet, Power Point and other industry related CAD and design software programs.

## **CONTACTS**

**Internal:** Direct Reports, Operations, Corporate Customer Service, Inventory, Marketing and Senior Management

**External:** Customers, Clients, Prospects and Referral Channels

## **NOTE:**

**Fluency with the German Language will be considered a Plus Factor for this position.**