

## **Job Description: Project Architect**

The Project Architect is the key organizer responsible for successful timely project delivery. Designing housing developments can only be done in dynamic team environments that require a host of specialized consultants as well as interfacing with regulatory agencies, inspectors, and builders to ensure smooth communication and timely tracking of deliverables. Under the supervision of the Chief Architect, the Project Architect will have 2 key roles: (1) project management, and (2) internal communication.

The ideal candidate should be highly organized and able to demonstrate a track record of project management with multiple projects in various stages of development. The ideal candidate should also be personable and able to demonstrate tact in communications and build relationships inside and outside the company.

A degree in architecture is required; licensed Architects preferred.

### **The Role:**

#### Project Management Responsibilities

- Manage permitting for all projects from submission through approval.
- Produce architectural construction and record drawings.
- Assist in in-house design development by producing drawings and renderings.
- Participate in design meetings with Architects, Landscape Architects, interior designers, and others.
- Coordinate between construction team and design consultants to ensure timely project delivery.

#### Internal Communication Responsibilities

- Document timelines and regulatory agency comments to inform future QA/QC procedures.
- Coordinate consultant payments with finance department.
- Forecast permit fees and coordinate fees with finance department.
- Track and report statuses of current permitting and forecast approval projections.

### **Candidate should demonstrate the following:**

#### Experience/Abilities

- Concept - DD Level Documentation Experience.
- Permitting with Honolulu DPP.

#### Hard skills

- Ability to manage multiple long-term projects.
- Project planning and tracking.
- Strong organizational skills.
- Strong written communication.

#### Tech Skills

- Moderate command of MS Excel.
- ACAD, Revit, and Rhino.
- Adobe InDesign and other CS programs.
- Enscape rendering experience preferred.

#### Soft skills

- Self-starter; ability to seek answers when paths are unknown.
- Strong EQ; good at building professional relationships inside and outside the company.
- Tact in verbal and written interaction.