

Position Available

Position: Architectural Operations Specialists

Minimum Education and Experience:

Master's Degree in Architecture or Urban Planning or equivalent (i.e., Bachelor's Degree in Architecture or Urban Planning plus five years of progressive work experience).

Job Description:

Creating business operational documentation processes; responsible for preparing and analyzing documents and plans to ensure compliance with state and federal safety laws; responsibilities include adherence to local city and county permit and safety requirements; responsible for the creation of management reports to determine the options available to resolve potential problems in the feasibility of an architectural project; participating in the designing, creating and implementing of the agreed upon plans, blueprints and schematics of each project; implements safeguards on the designation of each project to coincide with the project's budget and the requirements of the client; using mathematical modeling to create and interpret data that conforms to recognized architectural guidelines; creating and analyzing plans that control and coordinate large projects to ensure a timely completion; gathering, evaluating and reviewing data to create the appropriate business strategy and plan to effectively execute a project; evaluating business and economic factors in the architectural field regarding cost efficiency, risks, benefits and profitability.

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