

Assistant Project Manager / Project Coordinator - Architectural

Kramer+Marks Architects has been practicing in the Philadelphia area since 1977, providing a full range of architectural and interior design services. Growth has continued through challenging economic times thanks to a service-first approach and a diverse portfolio.

We are seeking self-motivated individuals looking to become part of a strong mid-size firm in a busy collaborative environment.

Essential Functions:

- Lead a project team in the preparation and coordination of deliverables across multiple phases, corresponding with clients, consultants, and contractors while under the supervision of a project manager.
- Deliverables typically include presentation drawings, diagrams, renderings, agency submissions, contract documents, and construction administration documents. The preparation of these deliverables frequently requires the use of multiple applications.
- Ensure quality control among internal design team.
- Mentor less-experienced staff.

Qualifications:

- Bachelors or Masters degree in architecture from an accredited university.
- Minimum 5 years of experience in architectural design and construction administration.
- Proficiency in Revit Architecture in a collaborative multi-user environment is preferred but not required.
- Successful candidates will have solid organization and communication skills, an ability to work well in a team environment, a thorough understanding of construction drawings/specifications, and a detailed knowledge of building systems and construction methods.
- Must be able to complete tasks independently with intermittent direction from supervisory staff.
- Local applicants only. The office is located in Ambler, PA.

Compensation will be based on skills and experience.

Full benefits package will be provided for full-time employment.

Interested and qualified candidates should email a resume and work examples in PDF format.

For more information about Kramer+Marks Architects, go to www.kramermarks.com.