

### **Assistant Director / Project Architect**

Cawley Architects, a 30+ year highly distinguished Architectural firm in Phoenix, AZ, is looking for talented, licensed Architects with a high level of project and team management skills. Have varied experience in commercial/retail, industrial, office, multi-family, aviation, data-halls and/or educational market-sectors.

#### **Essential Qualifications and Responsibilities:**

- Minimum 8 years' experience in an Architectural office, with full understanding of the requirements to complete a fully coordinated, code compliant set of Architectural and Engineering (A&E) construction drawings.
- Experience in managing the entire project team, (i.e. Client, A&E team, General Contractor, City Officials, etc.). Candidate will collaborate closely with Project Directors.
- Strong leadership, communication and interpersonal skills with the ability to communicate effectively verbally and in writing with all levels of personnel.
- Good working knowledge of AutoCad and/or BIM-Revit. Additional experience in 3-D rendering software and other computer program skills as Excel and Bluebeam is a plus.
- Licensed Architect who has substantial leadership experience in all Architectural phases: Programming, Schematic Design, Design Development, Construction Documents, and Construction Administration with little or no supervision.
- Good working knowledge in the submittal and approval process required in Preliminary Design, Design Review, and Permitting documents for a variety of market sectors.
- Ability to effectively manage multiple project schedules, budgets and tasks, with an emphasis on thoroughness, code compliance, attention to detail, and organizational skills.

Qualified applicants please send resume and samples of work and/or portfolio to Robert Erickson @ [roberte@cawleyarchitects.com](mailto:roberte@cawleyarchitects.com).