

## Position Description

Title: Project Architect

Location: In-Person- Columbia, SC or Charlotte, NC

**Education/Experience Required:** Candidates must hold a professional architectural degree and architectural registration, with a minimum of 7 years of professional experience. Ideal applicants will demonstrate advanced technical proficiency and a strong passion for architectural detailing. Successful candidates will also possess excellent organizational abilities along with strong verbal, written, and graphic communication skills. Expertise in Revit and proficiency in standard word-processing software are essential. A positive, professional demeanor is required, enabling effective collaboration with clients, consultants, and colleagues.

**Reports to:** Project Managers and Principals

## Responsibilities and Duties:

### Project

- Coordinate the timely and thorough completion of construction documents
- Develop project design in conjunction with project managers and other team members or principals involved in design efforts
- Utilize BIM software efficiently to produce construction documents
- Communicate with Project Manager on all important decisions affecting project direction, concept, or costs
- Working knowledge of applicable building codes, regulations and ordinances
- Delegate production tasks to project team
- Control quality of construction documents for technical accuracy, thoroughness and constructability of details and drawings
- Anticipate and solve project and construction related problems
- Maintain written records and project files in an orderly manner consistent with office standards
- Coordinate efforts of consulting engineers
- Conform to approved office graphic standards for construction documents
- Participate in contract administration in accordance with assigned roles

### General

- Adhere to all company rules and policies
- Represent The Boudreaux Group in a professional and ethical manner while supporting the mission and vision statements
- Seek continuing education opportunities and meet requirements for state licensing boards in which Architect is registered and of the AIA
- Support marketing and business development efforts
- Maintain organization of individual workstation and public areas and budget personal time
- Perform other duties as directed

Above responsibilities and duties are not all inclusive. Position description is subject to modification as deemed necessary by management to meet changing needs of the company and profession.

BOUDREAUX has a distinguished history in higher education, faith-based, workplace, and local government projects and is in its second generation of firm leadership with an energized team. We are a woman-led business located in vibrant urban settings.

For more information about BOUDREAUX, visit [www.boudreauxgroup.com](http://www.boudreauxgroup.com).