ZIEGLER COOPER

Job Captain for Commercial Architecture Studio

General Qualifications:

- **Must have valid U.S. work status.**
- Only qualified applicants will be considered.

Education:
- 5 year Bachelor of Architecture or Master of Architecture degree.

Licensing/ Accreditation:
- Registered Architect in Texas is preferred.
- LEED Accreditation and experience with LEED CS or NC.

Experience:
- 5-10 years of work experience, with a minimum of 8 years of experience in Commercial Architecture including office, hospitality, retail and mixed use.
- Experience with projects ranging in size from 200,000 rsf to 350,000 rsf: midrise and high rise construction.

Technical Coordination:
- Keeps apprised of contract and program requirements and any changes thereto and assist the team effort to reinforce design concepts.
- Strive to maximize the cost effectiveness of the design team, and implement corrective measures as necessary to maintain team efficiency.
- Coordinates with the Studio Leader to assure adequate team staffing to meet project commitments.
- Brings to the attention of the appropriate senior individuals within the firm project issues and situations which require involvement by others to resolve. Knows when to share concerns.
- Is responsible for coordination of consultant's design effort to reinforce overall design concept.
- Participates in design reviews with the Design Team and Principal-in-Charge / Studio Leader and consultant coordination reviews for the construction documents prior to the end of any documentation phase and the issuance of documents.
- Assists Design Team in coordinated transfer of all project documents to storage at the end of each phase, as appropriate, and at the end of the project.

Project Management:
- Is responsible for the establishment of overall man-hour budgets and project schedules into a Work Plan for the approval of the Principal-in-Charge / Studio Leader.
- Monitors the project team's performance on a continual basis with regards to project goals and commitments.

- Keeps project team advised of contract and program requirements and any changes thereto.
- Establishes project billing information and monitors project status reports and other management information system reports.
- Is responsible for maximizing the cost effectiveness of the project team, and for implementing corrective measures as necessary to maintain team efficiency.
- Coordinates with the Principal-in-Charge Studio Leader to assure team staffing to meet project commitments.
- Schedules design reviews with the Design Team and Principal-in-Charge Studio Leader and both in-house and consultant coordination reviews for the construction documents prior to the end of any documentation phase and the issuance of documents.
- Is responsible for the coordinated transfer of all project documents to storage at the end of each phase, as appropriate, and at the end of the project.

Communication Skills:

- Has proven verbal presentation skills.
- Has proven graphic presentation skills.
- Is able to participate in marketing interviews.
- Has proven client communication skills.

Technical Skills:

- Working knowledge of Revit and AutoCAD.
- Is proficient in Microsoft Word, Excel, Microsoft Project Schedule is a must.

Professional Qualities and Behaviors:

- Must demonstrate leadership qualities and a strong business sense.
- Collaborates effectively on a team basis.
- Maintains a positive and professional attitude.

Notes:

- Please send your resume and portfolio to hr@zieglercooper.com.
- Attachments must be kept under 1 MB.