



## Senior Project Architect

June 19, 2024

Looking to take your architecture career in a new, high-impact direction? This may be the perfect opportunity for you! Emboss is searching for a **Senior Project Architect** with 15+ years' experience to join our team. This role will be integral to guiding the firm's growth while upholding our values of high-quality service and excellence in design.

Emboss is a small, but mighty architecture firm located in Newport, Kentucky. We believe that good design is a right, not a privilege. Our mission is to create spaces where people, the community and the planet thrive. Sustainability is incorporated into everything we do. Emboss works on numerous different building typologies. Some of which are: work environments, hotels, apartments, schools, religious, civic, industrial, cultural projects, and many adaptive reuse spaces. As part of our impact-driven and service-based ethos, we also work with numerous non-profits making a far-reaching, positive impact in our region.

We are a values-based company and strive to incorporate those values into what we do and who we are. We are fast, accurate, efficient, and fun. We are aiming to move the needle on good design in our region. We need your help.

### Requirements for the Position:

- ✓ Registered Architect.
- ✓ Revit Expert.
- ✓ Specifications Writing Expert.
- ✓ Experienced in creating and reviewing construction documentation. You know how highly technical buildings get put together and detailed.
- ✓ Experienced and Well Rounded: You must have highly developed expertise, in-depth technical knowledge, great at project management and strong in architectural design. You know how many different types of buildings get put together. You think about the best way to execute long-lasting details of a building. You know the types of decisions to make in order to wisely invest clients' money and you can decipher where it is best that they invest on the things that really matter.

### Key Objectives

- ✓ Manage and produce designs and drawings for a variety of projects from client onboarding through CA.
- ✓ Write book specifications using AIA MasterSpec.
- ✓ Be a trusted partner in our client's journey. Provide service of the highest quality to ensure client satisfaction. Know your stuff, have the knowledge and confidence to help clients make difficult and dynamic decisions.
- ✓ Manage project timeline, team's hours, project budget and consultants to assure projects are delivered on time and within the hours budgeted to ensure profitability for the firm.
- ✓ Meet with new or existing clients regarding new projects, create fee proposals and manage client experience.
- ✓ Be a trusted partner in the firm's mission to elevate design in this region.
- ✓ Fun: You enjoy life and finding fun and good times in it.
- ✓ Complete Building Code Review and assure our buildings comply.





- ✓ Perform Construction Administration services to ensure projects are brought to life with their design intent intact.
- ✓ Manage the clients, project staff, and consultants through the process on multiple projects.
- ✓ Complete projects on-time while meeting the quality standards of Emboss.
- ✓ Responsible for ensuring profitability on projects by managing workflow and looking for efficiencies in processes.
- ✓ Stay focused, organized, and efficient. Maintain a daily task list for assigned projects discussing time allotments, schedules, and delegations.
- ✓ Maintain a calendar of projects currently being worked on and those in the queue.
- ✓ Mentor, educate and train less experienced staff.
- ✓ Foster and nurture relationships with future and existing clients.
- ✓ Team player: Look for ways to make firm more efficient as a whole and assist other team members to be their best.

**Perks:**

The usual: industry leading salaries, PTO, health insurance, 401k, profit sharing bonuses.

