



Project Architect

January 27, 2025

Looking to take your architecture career in a new, high-impact direction with a small firm? This may be the perfect opportunity for you! Emboss is searching for a **Project Architect** with 7+ years postgraduate experience to work with 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. 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. Here is how we roll:

- Make it fun: Our work environment and the buildings we create.
- Playful-professional. We take our work very seriously, but love a good laugh.
- Be humane.
- Celebrate wins.
- Work hard/ play hard.
- Get 'er done. High speed efficiency.
- Quality over quantity.
- Think and act like a leader.
- Lifelong learners: Ability to receive constructive feedback in a professional manner is a must. We want to help all our team members have fulfilling careers, make sure each team member is appropriately challenged, and help each team member discover and utilize their own unique gifts.
- Entrepreneurial urgency: driven, results focused, purposeful and supportive.

Our vibe is fast, accurate, efficient, and fun. We are aiming to move the needle on good design in our region. We need your help.

Key Objectives

- Be a trusted partner in Emboss's mission to elevate design in this region.
- Be a trusted partner in our client's journey. Provide service of the highest quality to ensure client satisfaction. Know your stuff and have the knowledge to help clients make difficult and dynamic decisions.
- Manage projects in the \$500K to \$50MM construction value range sometimes solo and sometimes with a team, from onboarding through CA. Manage and document commercial projects accurately and thoroughly with minimal oversight.
- 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 (review all fee proposals with CEO) and manage client experience.





Key Responsibilities / Scope of Professional Services to Be Provided:

- Work directly with the Director of Design to collaborate at every phase of a project from SD thru CA.
- Complete Building Code Review before and during SD.
- Create comprehensive Construction Documents with minimal direction. Manage and develop Construction Documents as per client, regulatory and industry standards.
- Lead the charge in creating accurate, thorough - highly technical Construction Documents on a variety of commercial and residential project typologies.
- 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 project 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 the firm more efficient as a whole and assist other team members as required.
- Specification writing experience a plus, but not required.

Top 5 Ways you can win here:

1. A quick learner with a desire to learn and grow professionally and personally. We are fostering an environment of continual learning and personal growth.
2. Positive attitude - Respectful, thoughtful listener with a positive mindset.
3. Basic knowledge of how buildings are put together: Construction experience building anything (chicken coop, deck, a piece of furniture, etc. is a HUGE PLUS!)
4. Outstanding time management with the focus on results and high productivity.
5. Demonstrates a high level of professional integrity by taking pride, ownership, and responsibility for your work, as well as your team member's work.





Your checklist for Success:

- ✓ Stay focused, organized, and efficient. And allow others to do the same
- ✓ 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.
- ✓ Resourceful & creative w/ a deep passion for design.
- ✓ Ability to work on multiple projects at a time.
- ✓ Excellent written and oral communication skills (including spelling and grammar).
- ✓ Act as a positive role model for team members.

Perks:

The usual: industry leading salaries, PTO, health insurance, 401k, profit sharing bonuses, paid parental leave **

