



Tinker Ma is looking for an experienced and talented **Project Architect/Project Manager** who is comfortable working in a fast-paced studio environment and who enjoys working collaboratively as part of a team. Applicants must possess the curiosity and critical thinking skills needed to explore unique design solutions at all scales. Candidates should have a strong architectural portfolio, the ability to lead the production of design and construction documents, coordinate the work of consultant teams, and demonstrate strong communication skills. Tinker Ma focuses on design-driven and often technically challenging projects ranging from small installations to substantially large public and private sector endeavors.

Job Description:

Develops solutions and creates project designs and plans. Initiates and creates project designs and plans of all phases of multiple projects and has responsibility for leading the development of construction drawings. Coordinates all trades and agencies related to building design while monitoring and producing drawings using Autodesk Revit and BIM 360. May serve as primary client point of contact and actively manages project budgets, schedules, and project team assignments.

Responsibilities:

- Initiate and lead the development of project designs.
- Coordinate and manage design and production efforts with the internal team and project consultants.
- Monitor and contribute to the development of project deliverables.
- Manage project budgets, schedules, and project team assignments.
- Use the Autodesk BIM 360 user interface to Publish and Share the Revit model and associated sheets to be used by the internal team and external project consultants.

Qualifications:

- Bachelors and/or Master's in Architecture from an accredited university with minimum of 7+ years of professional work experience **OR** at least 15 years of directly relevant professional experience. Experience in both qualifications should include all phases of design.
- Active professional licensure preferred.
- Well organized, with strong verbal communication skills, including experience communicating with clients and consultant teams.
- Exceptional architectural portfolio with demonstrated ability to ensure delivery of design intent via exceptional construction documents.
- Detail oriented with a working understanding of materials, technical detailing, and building systems.
- Strong leadership skills with the ability to manage and prioritize multiple projects.
- Proficiency is required in Autodesk Revit, Autodesk BIM 360, Bluebeam, and Microsoft Office. Proficiency in Rhino, AutoCAD, and Adobe Creative Suite is preferred.

Benefits:

- Salary is commensurate with experience.
- Health, Dental and Vision insurance.
- Paid Long Term Disability Insurance
- Paid Basic Life Insurance
- Matching SIMPLE IRA contributions.
- Professional development stipend.
- Opportunities for growth.
- 10 paid holidays, including your birthday!

Tinker Ma, LLC is an equal opportunity employer.

To Apply:

Please submit a resume and digital portfolio (PDF Format < 10MB) to office.admin@tinkerma.com
Correspondence via email only. No calls, please.

