



WE ARE HIRING!

CSA Group is seeking an **Architectural Designer** with 5 – 12 years of post-graduate, professional firm experience for the Florida office.

Priorities can often change in a fast-paced environment like ours, so this role includes, but is not limited to, **the following responsibilities:**

- Execute schematic design development through contract document working drawings.
- Plan, direct and monitor all aspects of multi-discipline projects with a high degree of technical complexity.
- Responsible for documentation, permitting, and bid management.
- Oversee construction administration, monitor contracts and prepare progress reports.
- Manage vendor coordination and product specification.
- Coordinate workloads with the project team to complete deliverables on schedule.
- Work in conjunction with the Department, Project and Discipline Managers and outside consultants.
- Promote adherence to office standards and procedures.
- Implement QA/QC procedures.
- Support department operations and performance.
- Responsible for Client and project coordination.
- Responsible for managing project tasks under minimal supervision.
- Provide data to Department Manager for evaluation.
- Advise Discipline Manager of need for additional services.
- Address Change Order notifications.
- Produce and coordinate several projects concurrently.
- Maintain positive Client relations and responsive communication.
- Assist with marketing, contractual, design and production meetings on an as-needed basis.

Requirements:

- Bachelors or Master's Degree in Architecture.
- At least five years of post-graduate, professional firm experience.
- Experience working in Florida or Puerto Rico.
- Comfortable working in a remote x hybrid work environment with geographically distributed team members.
- Site visits or meetings may require local travel or occasional travel to Puerto Rico
- Project typology experience in schools, parks, office, commercial/ retail, institutional building design and renovation.
- Computer expertise in Revit, AutoCAD, Office suites, Adobe Suites.
- Committed to becoming an active participant in the CSA culture.
- Knowledge of space programming, contract documents (including detailing, specifications, production management, design production), and contract administration.
- Strong design and graphics skills, Construction Documents.
- Excellent written, verbal, and visual communication skills.
- Ability to juggle multiple tasks.
- Strong team player with proactive attitude.
- Works well under pressure of deadlines and changing dynamics.