



Position: Project Manager

Springpoint Architects is seeking a graduate architect or an experienced architectural technician to perform as a project manager for residential projects and support others in commercial production efforts. Springpoint Architects, pc is a Bloomington, Indiana based architectural firm providing professional design and project management services for a broad range of residential, commercial, and institutional projects. We offer a creative studio work environment with a focus on quality design to serve our clients and community.

Qualifications:

- Professional architectural or construction technology degree
- 3-5 years work experience in an architectural office
- Proficiency in AutoCAD with familiarity of Sketchup, and Photoshop; Knowledge of Revit is a plus
- Desire to grow professionally
- Self-motivated and able to work on multiple projects at the same time
- Team-oriented attitude with strong communication skills

Required Skills:

- Develop construction drawings from preliminary hand drawings or computer sketches
- Survey existing conditions, field measure and develop as-built drawings
- Review submittals and shop drawings, respond to RFIs and prepare site observation reports
- Attend client meetings and prepare meeting notes
- Support senior architects as part of the design process

Benefits:

- Flexible work schedule, 30 to 40 hours possible
- Paid holidays and Paid Time Off (PTO)
- 401K Plan
- Potential for health care, dental and vision insurance
- Professional conference attendance
- Salary to be commensurate with experience

Application:

- Please email your cover letter, resume and portfolio to barre@springpointarchitects.com