

Project Architect

Our Firm

Buffalo Design Architects is a firm that specializes in Native American Architecture. We provide quality design and responsive, personalized service to clients in New Mexico and the Southwest, regardless of the project size, complexity, or location. We provide planning, architecture, interior and sustainable design, as well as construction management services. As architects, we strive to have an evolving and progressive practice that responds to the shifting and advancing, social, cultural, and technological conditions of contemporary life. We will give you every opportunity to grow with our firm and you will find advancement within reach. We are flexible and understanding of your needs, as well as dog friendly.

Responsibilities

Our office is currently seeking a Project Architect with 5-10+ years of experience. At Buffalo Design, we value a team-oriented environment where everyone contributes to project delivery. The ideal candidate should possess excellent communication skills across technical, professional, and managerial levels and thrive in a dynamic work environment. As part of our exceptional team, you will have opportunities for professional growth and exciting challenges.

- Leading and supervising a team of designers, production staff, and engineers, both in-house and external consultants
- The successful candidate will work, forecast, and develop project schedules while coordinating delivery deadlines.
- Will be responsible for managing relationships with clients, owners, and contractors, as well as identifying process improvements to ensure optimal outcomes.
- Ensure that project documentation adheres to applicable codes, criteria, and jurisdictional requirements.
- Attending regular coordination meetings with consultants to facilitate the exchange of information and ensure ongoing dialogue.

Qualifications

- Bachelor's or Master's degree in Architecture from an accredited university
- 5-10+ Years of Experience
- Experience leading a design team through complex projects from schematic design to construction phase services.
- Effective Communication and Interpersonal Skills
- Technically detailed and proficient in creating construction documents for all design phases.
- Proven experience in managing document packages and understanding codes and criteria to receive necessary design stage approvals.
- Detail oriented and organized with proven experience in managing multiple projects simultaneously.
- Experience with the following software: Revit, Bluebeam, Adobe Creative Suite, Microsoft Office

Project Architect

Buffalo Design provides a comprehensive and competitive benefits package, which includes paid holidays, paid vacation/personal/medical, employer group health insurance dental, and a 401k retirement plan.