

SBLM DALLAS

Position:

Project Coordinator

Description:

SBLM Architects is a nationally recognized mid-sized architectural firm. Our Dallas office looks for a highly motivated individual who is a team player with excellent CAD/Graphic and communication skills. Ideal candidate will be an organized individual capable of multi-tasking.

Requirements:

Professional Architectural degree
Experience in Retail/Commercial projects
Minimum 5 years' experience working in Architectural office

Qualifications:

- Completion of architectural degree program BARCH or M ARCH school in US preferred.
- Minimum of 5 years' experience Retail/Commercial/Food Service or similar projects.
- Strong team player and communication skills
- Design oriented
- Excellent CAD skills - experience with CAD
- Ability to work well under pressure with deadlines
- Understand and ability to coordinate structural, mechanical, electrical, plumbing engineers work
- Knowledge of Texas building and ADA codes
- Able to handle a project from start to finish.
- Ability to follow office standards, policies, and procedures
- Candidate should be recently licensed or on path to be licensed Architect..

Compensation and Benefits:

We offer a competitive salary.
Our benefits include medical, dental, 401k Retirement Plan, Long Term Disability and flexible spending plan.

Provide cover letter outlining relevant experience and salary expectations
to: **job2@sblm.com**