

Opportunity: Quality Assurance Specialist | 10+ Years

Our Collective Vision

To inspire greatness to our clients we need to be great ourselves. Our collective inspiration comes from a drive to be autonomous, achieve mastery, and have a purpose. Our approach fosters deep understanding of education and learning, allowing you the freedom to create bold designs unique to our clients' vision. Top-notch talent, like yourself, has a penchant to be a leader. Your keen sense to visualize what makes great space coupled with our integrated discipline "Learning Studios" will empower you and our team to create smart, thoughtful and inspiring "learning environments." Our commitment to greatness starts with you. Grow the Individual, Grow the Team, Grow the Firm!

Why You're Here

1. A 4 or 6-year accredited professional degree in Architecture.
2. A minimum of 10 years of professional experience; experience in all phases of projects.
3. A minimum of 2 years in the construction industry.
4. Licensed architect.
5. Fluency in Bluebeam Revu, and Microsoft Office is required.
6. Understanding of Revit is required.
7. You are an active participant in the community and industry associations (AIA, USGBC, etc.).
8. You have documentation that allows you to work in the United States of America.
9. You have met required background check standards.

Who You Are

1. Creative mind, positive attitude, accountable, thorough, results oriented, excellent communicator and relational skills.
2. Exceptional drive, commitment, the ability to manage time well and multi-task while problem solving independently.
3. Set an example of leadership and teaming through a spirit of cooperation.
4. Desire to build strong client and team relationships.
5. Create thoughtful, smart designs through innovative idea generation, coupled with a strategic business mindset.

What You Do

1. A Leader – an influencer on every project in the office
 - a. Interaction with all Project team(s) within the Learning Studios.
 - b. Primary contact between Project Delivery Resource Leader and project team leadership.
 - c. Works closely with project team leadership & client leaders to schedule and provide quality control reviews of each project in the office at established timelines.
 - d. Work closely with the project teams to solicit internal quality assurance reviews of projects prior to projects being submitted for a formal quality assurance review.
 - e. Seek to establish tools of accountability to confirm project progress status.
 - f. Work closely with project team leadership and client leaders to evaluate project progress status and help to facilitate a plan if corrective measures are needed.
 - g. Seek to build an internal leadership presence.
 - h. Develop an understanding of H+M standards and seek to reinforce those as part of the quality assurance reviews on each project.
2. A Business Developer
 - a. Work to improve the delivery of each project and in turn improves relationships and profitability.
3. A Coach
 - a. Motivate each project team to make the right decisions in a proactive manner and guide the team to success.
 - b. Oversee and mentor less experienced project team members.
 - c. Provide guidance as a technical resource to all team members.
4. A Designer, Coordinator, and Technical Expert
 - a. Contribute to project team design and technical efforts thru quality assurance reviews.
 - b. Balance and manage multiple project assignments.
 - c. Assist Client Leaders in managing the schedule of quality assurance reviews.



- d. Provide multiple quality assurance reviews for each project in the office. These will include reviews for code compliance, constructability, accountability to the program & use of spaces. Reviews shall also include evaluation of adherence to H+M standards, multi-discipline coordination & specification coordination. While working with the team, the review of the project budget and schedule will be critical to keeping projects on track.

We may alter any or all of the above from time to time to further our desire to make you, our self and our clients great!

