



<b>Job Title:</b>	Architect
<b>Location:</b>	Nashville, TN
<b>Compensation:</b>	Depends on Experience
<b>Benefits:</b>	Vision, Medical, Life Insurance, 401K, Dental
<b>Employment:</b>	Full-Time
<b>Hours:</b>	8:00 a.m. – 5:00 p.m.

### Summary of duties and responsibilities:

The Architect provides architectural support and coordination on a wide variety of development projects.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Construction Documents:
  - Scope and responsibilities will be determined on a project-by-project basis.
  - Large projects: Bid, contract with, and manage 3rd party consultants as Owner's Representative.
  - Small projects: Self-perform architectural and lead project engineers on all phases of design.
  - Prepare as-built plans for minor-works projects, including site visits for field measurements, etc.
  - Develop complete set of Tenant Improvement (TI) construction documents, including drawings and specifications.
  - Manage, submit, and track agency reviews and permit applications.
  - Interact with clients and tenants in order to develop an accurate and complete set of construction documents.
- Construction
  - Assist with bidding and construction administration.
  - Track historic construction costs and assist with forecasting/budgeting.
- Development
  - Assist developer and clients with programming site requirements.
  - Prepare schematic site plans, including building layout and parking field design.
- Property Management, Asset Management, and Leasing Support:
  - Assist with preparation of leasing floor plan exhibits and tenant evacuation plans. Able to analyze construction/development costs and understand the impact of these on the development
  - Maintains all project records per the office record keeping system
  - Monitors project closeout process including contract closeouts, punch list and final payments.
  - Reviews monthly draw for conformance with Operating Agreement requirements
  - Aware of the sales and marketing activities, and understands how these relate to status of construction

### Qualifications:

- 3 years of relevant experience
- Bachelor's in Architecture required; Professional license preferred
- Excellent computer skills, with emphasis on Word, Excel, Power Point, Internet access,

- AutoCad experience is beneficial
- Proficiency in AutoCAD, Revit, Word, Excel, Adobe Suites, Bluebeam, MS Project, and similar platforms are preferred
- A strong working knowledge of the principles and practices of architectural and interior design is required.
- Successful candidates must have the ability to organize, coordinate, plan, maintain schedules, and to work well under pressure.
- Good oral, written and interpersonal skills
- Able to work with people at all levels
- Ability to prioritize work assignments and adapt to changing priorities
- Professional attitude, appearance and demeanor
- Minimal Travel may be required

**Position Competencies:**

- **Service to Employees:** Treats other employees with respect and dignity and acts as a positive member of the team; establishes and maintains effective relationships
- **Service to Clients:** Provides high level of service to clients in all situations; strives to meet and exceed client expectations; establishes and maintains effective relationships
- **Service to Tenants:** Provides high level of service to tenants in all situations; strives to meet and exceed tenant expectations; establishes and maintains effective relationships
- **Initiative:** Identifies ways to improve processes/situations; takes responsibility for improvements or solving problems; sets own standards above prevailing standards; shows dissatisfaction with substandard or ineffective activities; strong work ethic
- **Interpersonal Savvy:** Relates well to people at all levels inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations
- **Listening:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees

**Compensation:**

The Architect compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

**Physical Demands:**

- Employee is required to walk multiple premises which can require climbing stairs to inspect stairwells, and be in high spaces, such as roofs to inspect equipment if necessary
- Employee may occasionally be required to lift or move items over 10 pounds

**Supervisory Responsibility:**

This position does not have any supervisory responsibility

**Promotional Opportunity:**

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

***This description is not all inclusive and duties will vary depending on assigned portfolio.***

**About Holladay Property Services:**

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation
- Flexible schedules