

Position	Specifications Assistant
Similar	Intern Architect (graduated, with 2+ years experience)
About us	M.Thrailkill.Architect is a dynamic and growing firm providing specification writing, product and materials research, and document review to architecture firms who desire a high level of collaborative interaction. Our design-centric mission is to provide architectural specifications and other project services. This involves regular and collaborative client engagement within our clients' offices, which enlivens our consulting experience, strengthens and enriches our client relationships, and adds variety to our work experience.
Job Summary	We are looking for a highly collaborative, knowledgeable and enthusiastic Specifications Assistant, with skills and experience comparable to a graduated Intern Architect. The right applicant is passionate about contributing to our clients' design and document process. Our Specifications Assistants develop an open and engaging rapport with our architecture clients, maintain a high level of quality control and consistency in our work, and act as a willing collaborators, avid learners, and strong technical resources to the rest of our office.
Why this job?	<p>We are involved in a much wider range of project types than most architecture firms, including multi-family housing and hospitality, primary, secondary and higher education, health care, laboratory and tech infrastructure, airport and train transportation, and civic and government projects. Very few firms are so broadly involved and working on so many projects.</p> <p>Our office is directly engaged in exploring, evaluating and implementing the highest levels of sustainability, working closely with others in our region, the most advanced in the country. The specifications we develop for our clients' projects lead the nation for healthy products, energy savings, environmental sensitivity, life-cycle assessment, and carbon capture.</p> <p>As a Specifications Assistant, you will meet directly with the project teams at our nationally known clients on a regular, often weekly, basis. Our clients' award-winning projects are located throughout the Pacific Northwest region, as well as in California, New York, Northern Virginia, South Florida and several overseas regions, currently Africa and Central Asia.</p> <p>We invest in our employees' lives and capabilities, with a very comprehensive benefits package and full support of training, testing, and accreditation for architecture licensure as well as many design and construction industry certifications, including LEED and CSI.</p>

Responsibilities

- Preparing architectural specifications under the direction of our Specifiers in collaboration with our architect-clients' design teams; working on five to ten projects simultaneously.
- Assisting with the review of clients' project drawings and other documents to coordinate product and material requirements, annotations and acronyms, including the incorporation of client-specific standards.
- Assisting with maintenance and improvement of our baseline specifications with the rest of our staff, including investigating best-practices, maximizing sustainability criteria, and improving coordination.

Compensation and Benefits

- Full-time, salaried position with benefits and performance bonuses.
- Salary: \$45,000 to \$65,000 per year, based on experience and tenure.
- A very competitive benefits package including:
 - Medical, dental and vision insurance
 - Short- and long-term disability insurance
 - Paid time off, vacation and holidays
 - Paid volunteer and community time
 - Paid conference and education time
 - Parental and pregnancy leave
 - Paid exams, licensure and certifications
 - Transit pass
 - Matching retirement plan

- **Qualifications**
- **Work Experience**
 - A minimum of two (2) years of experience working within an architectural office is required; four (4) years of such experience is preferred;
 - Working knowledge of Construction Document drawings is required; working knowledge of specifications is preferred; working knowledge of cost estimates is encouraged;
 - Previous experience on project design teams is required; previous experience producing Construction Document drawings is preferred; previous experience with Construction Administration phase activities is encouraged;
 - Previous design team experience with medium- and large-scale (>\$5 million construction cost), mixed-use, higher education, institutional and/ or government project types is preferred;
- **Education and Professional**
 - A minimum of Bachelor of Arts or Science degree in Architecture (BA or BS in Architecture) is required; a Bachelor or Master of Architecture (BArch or March) is preferred;
 - Professional registration as an Architect is encouraged;
 - Construction Documents Technologist (CDT) or higher CSI certification is encouraged.
 - Active involvement with local CSI and/ or AIA chapter is encouraged;
- **Proficiencies**
 - Proficiency with Microsoft Office Suite applications, email and file management tools is required;
 - Proficiency with mark-up and comment-tracking applications is preferred, such as Adobe Acrobat Pro and Bluebeam Revu;
 - Proficiency with collaboration and file sharing tools is preferred, such as Trello, Slack, Newforma, Smartsheet, Dropbox, WeTransfer, etc.;
 - Proficiency with online specification development tools is encouraged, such as e-SPECS Designer, BSD SpecLink, Arcat, etc.;

Application Requirements

- If this role appeals to you, and you feel you possess the qualities, skills and capabilities listed herein, we encourage you to send an email to info@mthrailkillarchitect.com.
- Include "Specifications Assistant position" in the subject line and attach PDF files of the following:
 - Cover letter explaining why you are the right candidate for this position;
 - Resume/ curriculum vitae.

M.Thrailkill.Architect will recruit, hire, promote and transfer qualified persons into all job classifications without regard to race, color, national origin or citizenship status, religion, sex, pregnancy, marital status, parental status, sexual orientation, gender identity or expression, age, disability, or veteran status.

NOTICE: M.Thrailkill.Architect does not accept unsolicited candidate information from employment recruiters. Without a signed recruitment agreement, M.Thrailkill.Architect will not consider or agree to payment of a referral compensation or recruitment fee. In the event an employment recruiter submits candidate information without prior agreement, M.Thrailkill.Architect reserves the right to pursue and hire such candidate(s) without financial obligation to the employment recruiter. Unsolicited candidate information shall be considered property of M.Thrailkill.Architect.