

Job Opening - Job Captain / Project Coordinator

Firm Description

Walker Warner Architects is an award-winning San Francisco firm with a staff of 50+ that has completed many residential, winery and hospitality projects in California, Hawaii and other Western states. Our office is friendly and spirited, with regular happy hours, field trips and design-focused presentations. We are conveniently located in SoMa within walking distance of all major transit systems.

For more information about our projects and firm, please visit us on [Instagram](#) or our [website](#).

Qualifications

- Accredited degree in architecture
- Five to ten years of related professional experience, preferably including design and detailing experience on high-end custom residential projects
- Technical knowledge of Type V construction
- Demonstrated 3D modeling/BIM proficiency (ArchiCAD preferred, but not required)
- Excellent verbal, written and graphic communication skills

Primary Responsibilities

- Support the Project Manager in development of the design and detailing
- Manage the production, organization, coordination, thoroughness, and accuracy of the virtual building model and all documents in the drawing set
- Communicate with and coordinate the efforts of project team members, clients, consultants, contractors and agency officials
- Assist the Project Manager to track budget and schedule, anticipate required staff resources and organize workflow
- Work with the project team to produce presentation materials for client and agency presentations
- Research and specify materials, products and systems
- Attend jobsite meetings, issue supplemental instructions and RFI responses, process submittals and shop drawing review during Construction Administration
- Coach and mentor junior staff, share experiences and lessons learned to increase the firm's common knowledge

Compensation and Benefits

We offer a competitive compensation package including profit sharing, 401(k), health, dental, vision and long-term disability insurance, paid vacation and sick leave, commuter check and flexible spending accounts, and ARE test reimbursement.

How to Apply

Submit cover letter, resume and portfolio samples, with indication of your role on the projects submitted. We will acknowledge receipt of your information, but only candidates being considered for a position will be contacted. Please no hard copies, drop-ins or telephone calls. Reposting this job description elsewhere is not permitted.

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