

Assistant Project Manager/ Project Coordinator

Kramer+Marks Architects is a dedicated, socially responsible and experienced firm, focused on providing projects of value and integrity to our clients and their communities. Founded in 1977 by William E. Kramer, the firm has grown over three decades by providing quality architectural service to non-profit and for-profit developers of the Mid-Atlantic Region. We focus first on our client's needs and are committed to providing them well designed, sustainable buildings that meet their expectations and parameters.

We have a diverse portfolio including multi-family housing, senior living, YMCA/YWCA athletic facilities, historic preservation, commercial, institutional and educational projects. We provide a full range of architectural services as well as an integrated interior design studio. We are based in Ambler, PA a northern suburb of Philadelphia.

We are seeking self-motivated individuals looking to become part of a growing architectural firm in a busy collaborative environment.

We are currently seeking Assistant Project Manager / Project Coordinator, a position that requires a large amount of responsibility on a specific project or projects and involves working with project managers on all aspects and levels of projects including, but not limited to:

- Preparation of presentation materials
- Organization of project team members
- Coordination and production of construction documents
- Correspondence with clients and consultants
- Internal quality control
- Construction Administration responsibilities (onsite and offsite)

Interested candidates must have the following qualifications to apply.

- Bachelors or Masters Degree in Architecture from an accredited university
- Minimum of 5 or more years of experience in an architectural office
- Proficient in AutoCAD, SketchUp and Adobe Creative Suite required, Revit proficiency preferred.

Compensation based on experience with full benefits package.

Interested and qualified candidates should submit a concise cover letter, resume and work examples in PDF format. Please keep file size below 5MB. Local applicants only