

JONES ARCHITECTURE

Jones Architecture is a design-oriented firm based in Portland, OR. We specialize in mixed-use urban infill, residential, historic rehabilitation, mass timber, office buildings, and hospitality projects.

Jones puts collaboration first and foremost. Our small, tight-knit team encourages thoughtful communication, and values the creative input and expertise of each member. Mentorship, education, and providing opportunities for growth are key to how we operate. We build upon our individual strengths and lift each other up when in need of support. We embrace a culture of collective responsibility, and we share in both successes and challenges.

Our underlying approach to collaborative design lends itself to a fast-paced, exciting working environment. We grow and evolve with our projects, with each member of our team working closely with our clients and consultants through every project phase.

We produce award winning, contextually driven work that is worthy of its people and place. We find beauty in simplicity and have an affinity for buildings that are one with their site and context. Each member of our team strives to make a positive contribution the built environment through our designs, and we align ourselves with like-minded clientele.

Jones offers a competitive compensation package including paid time off, professional development stipends, 401(k) & profit sharing opportunities, and generous healthcare options. We believe in a healthy work-life balance and offer flexibility to fit our ever-changing work environment. Jones Architecture is an equal opportunity employer.

Visit www.jonesarc.com to learn more about the firm and our work.

PROJECT MANAGER

Responsibilities

- Interface with Principals and clients to coordinate project proposals and contracts
- Lead project set-up and pre-design efforts
- Manage multiple simultaneous projects, collaborating on a regular basis with Principals to review project staffing and scheduling
- Efficiently and proactively manage project quality, schedule, and finances
- Oversee design staff and effectively delegate tasks
- Interface with regulatory agencies during land use procedures and permitting
- Attend regular site meetings, manage communication, RFI responses, and submittal review during construction
- Communicate promptly and professionally with team members, clients, and partners
- Mentor team members to support their professional growth
- Contribute to and maintain office standards, systems and QA/QC procedures
- Contribute to the overall culture and success of Jones Architecture

Qualifications

- Professional degree in Architecture from an accredited program
- Familiarity with Revit & Sketchup
- Proficiency with Adobe Creative Suite, Bluebeam, and project management tools
- Significant technical knowledge and ability to organize and develop construction document sets
- Direct experience dealing with clients, consultants, and regulatory agencies
- Advanced knowledge of building and zoning codes
- Advanced knowledge of ADA & ANSI
- Multi-family housing experience preferred
- Construction Administration experience preferred
- Registered Architect preferred

How to apply

Please send a letter of interest, your current resume, and concise work samples (10MB size limit) or a link to your online portfolio to: careers@jonesarc.com.