



Construction Coordinator / In-House Architect

General Description: Bear Development is seeking a qualified and talented Construction Coordinator and In-House Architect. The position functions as part of the development team and as departmental support for Project Managers and Senior Management. This individual will assist in the evaluation, implementation and monitoring of company design standards and design development for company projects across many real estate asset categories.

Job Goal: The Construction Coordinator/In-House Architect will support all development functions over a diverse group of real estate assets.

Duties and Responsibilities

- Must have a thorough understanding of construction and design to not only assist in creating the vision for future projects but also providing critical feedback to both internal teams and outside 3rd parties to ensure our high standards are met
- Provides technical design input. Responsible for a project's technical design effort, subsequent detailed design development, project coordination and quality control efforts during all phases of project work, in close collaboration with 3rd Party Architects
- Seeks creative and innovative solutions to assigned tasks and develops appropriate research and documents to support these solutions
- Actively collaborates with and coordinates work of consultants and resources to ensure the project deliverables are coordinated, integrated and support the design concept and performance goals of the project
- Contributes to the preparation of design documents and leads the detailed development of construction documents during all project phases, delivering complete, accurate and coordinated project documentation
- Monitors the architectural, civil and structural engineering teams' production of schematic, design development and construction documents drawings and specifications in compliance with project scope, schedule, cost and design intent
- Maintains awareness of evolving building technology and systems
- Reviews shop drawings, material samples and CD's for conformance with design
- Performs construction administration duties (e.g. RFI's, RFP's, change orders, etc.)
- Prepares reports and specifications; reviews completed reports, plans, cost estimates and calculations
- Assists with various energy rebate programs
- Executes applicable agency review analysis (accessibility, zoning, life-safety, etc.)
- Maintains contact with clients, consultants and contractors during all project phases, participating in marketing, client and owner presentations as required

Qualifications

- Bachelor's degree in architecture
- Architectural registration required
- LEED accreditation preferred
- 5-7 years of experience on small- to large-scale project types; OSHPD/DSA experience highly desirable
- Strong graphics skills are an essential
- Revit experience required
- Knowledge of AutoCAD, SketchUp and other industry accepted software and Microsoft Office Suite products is needed
- Exceptional interpersonal skills, able to communicate clearly with team members and clients
Demonstrated ability to oversee and be responsible for project delivery which may be multiple, large or complex in scope

In order to ensure a quick response to your inquiry; when applying for this role, kindly include the following information:

- Resume
- Current/desired salary
- Send your resume to: sarah@beardevelopment.com

About the Company:

Located in Kenosha, Wisconsin – Bear Development, LLC is a family owned Development Company which prides itself on a rich history of providing innovative solutions to complicated real estate developments. Since 1986, Bear has been involved in the acquisition and development of residential, multifamily, hospitality, retail, office and industrial projects and currently owns and manages real estate in 13 states.

Benefits:

- Medical, Dental and Vision Insurance
- Vacation and Personal days
- Employer matching 401k retirement plan
- Bonus and Incentive Opportunities
- And Much More

Bear Real Estate Group provides equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, creed, origin, marital status, sexual orientation, age, otherwise qualified disabled or veteran status or any other characteristic protected by law.