

## Architectural Designer

## Job Description

**Your Mission:**

* Develop high-quality design concepts that both help our clients achieve their goals for their home as well as help them manage their investment budget.
* Coordinate responsibilities within the design team to use each member’s best skills and source resources as needed to develop projects in a timely manner with a high degree of accuracy.
* Communicate to the Production Team the information needed to build the client’s dream to their satisfaction as well as construct projects on time and on budget.

**Responsibilities (things that lead to winning):**

* Perform or Coordinate Design Team efforts for timely and accurate completion of:
  + Design Development
  + Conceptual Drawings
  + Material Selections
  + Structural Drawings
  + Permitting
* Schedule and oversee all design-related meetings.
* Delegate workload as appropriate and manage delegated work to ensure on-time and accurate completion of all portions of the design.
* Participate in ongoing training for the benefit of the staff, the company, and future clients.
* Provide weekly updates on project status to the team.
* Assist Production Department as needed during construction.
* Attend or coordinate attendance of electrical walk, tile walk and weekly meetings as needed.
* Set the example for team members in areas of personal character, commitment, organizational skills, and work habits.
* Coordinate efforts with the entire Schroeder team to ensure a seamless client experience and ensure attainment of overall company goals.
* Adhere to all company policies, procedures, and business ethics codes. Ensure that they are communicated and implemented within the team.