

Project Coordinator / Project Architect

Who we are:

Diekema Hamann is a full service architectural and engineering firm with roots dating back to 1916! We have offices in Kalamazoo, Grand Rapids and Phoenix, AZ. We have a strong focus in the Healthcare and Education market sectors. We pride ourselves on cultivating a collaborative and supportive office environment. We have an open office setting that encourages communication, creative thinking, new ideas and continuous improvement.

Position Summary:

This position will be working with a project team to deliver creative design solutions and complete schematic design, design development and construction document packages as well as assisting with construction administration. The project coordinator /architect must be willing to lead a project and/or assist the design team and project manager as required by the specifics of project. This is a salaried position and offers flextime (based on a 4 week cycle) and competitive compensation and benefits.

Position Traits:

- A willingness to present initiatives and offer new ideas to promote the firm's continuous improvement
- An eagerness to learn and collaborate with a team
- Possess strong communication skills
- Possess strong customer service skills

Requirements:

- A minimum of five years related experience
- Professional architectural license or license track is a benefit but not required
- A fluency with the following software is required:
 - AutoCAD
 - Revit
 - SketchUp
 - Microsoft Project
 - Bluebeam

Application:

To apply, submit a current resume' and a brief cover letter to jwheaton@dhae.com