



General Information

Spirit Architecture Group, LLC is actively recruiting new team members to join our experienced staff. Our team is expanding to service our growing client needs. Since the 1980s, our firm has been located in the Memphis area and provides various architectural and planning services. We are currently located on the historic square in Collierville, TN. If you are looking for a place where you can positively impact your career, clients, and professional development, give us a try. Spirit has the resources, diverse project knowledge, and stability to provide an excellent environment to build your career.

In addition to providing a competitive salary commensurate with experience, Spirit provides a comprehensive health package, paid time off, 401K with company match, yearly bonus potential, a great team environment, and is an equal opportunity employer.

Senior Project Architect

Spirit Architecture Group, LLC is looking for a dynamic individual to augment existing staff to meet our expanding client needs. A senior architect will organize and lead projects which are of larger complexity and scope in collaboration with the principal in charge [PIC]).

This position works with owners, directs employee,s and consultants at all levels to ensure proper steps and procedures are taken and that work is completed as planned, budgeted, scheduled, and in conformance with the design intent and contract deliverables. The senior project architect will participate in office-wide initiatives aimed at improving or impacting practice, business operations, or business development. They will need the skills and expertise to provide guidance for other projects and managers in the office.

Primary Duties and Responsibilities:

- Supervise, coordinate, plan, and review the work of the entire project team.
- Define the unique project goals and objectives with a client and communicate them to the project team.
- Manage changes in scope, schedule, and fee throughout the project to ensure project success.
- Prepare contracts and conduct client and consultant negotiations for a wide variety of project types.
- Proactively, organize and execute marketing and business development opportunities.
- Project a collaborative environment for both internal and external team members.
- Identify skills and areas of staff interest for growth and development opportunities.
- Participate in updates to standards, processes, and project delivery.
- Conduct construction administration during the construction phase.
- Develop and maintain positive relationships with clients, consultants, contractors, and jurisdictional/approval agencies.

Education and Experience:

- Requires a Bachelor's or Master's degree from an accredited program.
- Architectural License and LEED AP are preferred.
- Generally have 12+ years of experience.

Knowledge, Skills, and Abilities:

- Advanced ability to communicate through verbal, written, and graphic communication formats.
- Possess advanced knowledge of drawing and production software.
- Advanced ability to prioritize and evaluate multiple important tasks.
- Advanced skills are necessary to independently resolve or provide potential solutions to project irregularities or team conflict issues.
- Advanced leadership skills that motivate and guide teams and projects to desired outcomes.
- Strong knowledge of design, construction systems, sustainability, project delivery methodologies, material application, and manufacturer-supplier appropriateness.

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