

## PROJECT ARCHITECT

**TotalOffice Interiors**, a fast-growing Boston based office furniture dealership, is seeking a **Project Architect** to design and manage the logistics of comprehensive **demountable architectural wall** projects. This individual will act as the **TotalOffice** representative on the clients' project team.

### Responsibilities:

- Lead architectural wall design team from feasibility and concept design through documentation preparation, submission, and construction administration.
- Develop comprehensive understanding of clients' program requirements.
- Assist in establishing overall project budget, milestones, and scheduling.
- Work closely with project team, through written and verbal communication.
- Prepare, review, and approve design documents, change orders, material requisitions and specifications for construction and procurement use.
- Provide onsite supervision of installation and manage required tasks necessary to close-out project.
- Outreach to industry influencers to build **architectural wall** awareness.

### Qualifications:

- Bachelor's degree in Architecture
- 2-5 years professional experience with all phases of architectural and interiors projects.
- Effective presentation and communication skills, comfortable presenting ideas.
- Proficiency in Revit, AutoCAD, Adobe Creative Suite ...CET a plus
- High attention to detail; ability to manage & prioritize multiple projects.
- Team player, self-motivated and able to take initiative.

**Starting salary 95k.**

**TotalOffice** operates as a fast-paced and cohesive team. Each member brings a high level of expertise and pride to their role, applying it to every client experience. If you are the right candidate, please send your resume to: [Info@toi-inc.com](mailto:Info@toi-inc.com)