

JOB CAPTAIN

Danielian Associates, an award-winning global architecture and planning firm, is looking for a Job Captain to join their team in Irvine, CA. The firm embraces work-life balance with nurturing work environment and collaborative team culture. As a Job Captain, you will work with architecture and planning studios with following responsibilities:

Responsibilities

- Work closely with Project Managers and Sr. Project Managers to assist with and coordinate all aspects of project design, including hands-on preparation of construction documents, coordination of clients and consultants, processing through governing agencies, and construction administration.
- Responsible to work on multiple projects with multiple project teams on varying phases of design and construction
- Project coordination with clients and consultants
- Responsible for Project schedule and budget
- Produce project schedule, estimate workload, schedule resources, and manage deliverables
- Provide leadership. Coordinate multiple project teams, prioritize, and delegate tasks as needed

Requirements

- Minimum 3-4 years of relevant technical or job captain experience in high density residential and/or hospitality projects
- Bachelor's or master's degree in architecture
- Proficiency without limitation on AutoCAD
- Proficiency in Revit, SketchUp and Bluebeam
- Experience in construction administration
- Proficiency in all Microsoft Office Suite (Word, Excel, Project)
- Experience with project Management software and CA software a plus
- Impeccable ethics and character
- Positive, can-do attitude
- Strong verbal and written communication skills
- Proactive, self-starter with ability to collaborate and excel in team environment
- A true team player excited to contribute to a great company culture
- Licensed or actively pursuing licensure

If you are a detail-oriented person and can manage numerous deliverables at once, we want to talk to you!

DA maintains a strong company culture and was recognized as 2023 Top Place to Work in Orange County by the OC Business Journal. As a family-owned business our values include **INGENUITY, INTEGRITY, PASSION** and **EXCELLENCE**, while practicing **COLLABORATION**, and **RESPONSIVENESS**. If you share these values, we want to speak with YOU.