



JOB CAPTAIN

Job Type: Architecture

Job Status: Full-Time

Location: Newport Beach, CA

tBP/Architecture (www.tbparchitecture.com) is a full-service architectural practice, recognized internationally as a leader in programming, planning, design and management services with a primary focus on Educational Facilities since 1952. Our offices in Newport Beach, Ontario, Solana Beach and Walnut Creek, California, represent a valuable resource of professional knowledge, talents and experience that we provide to our clients with a personalized level of commitment.

Position Opening

tBP/Architecture is seeking a Job Captain to support project teams in the preparation and coordination of architectural documentation. This role works closely with Project Architects and Project Managers to develop drawing sets and coordinate project information through design and construction documentation phases.

Responsibilities

- Assist with preparation of construction documents and drawing sets.
- Coordinate architectural drawings with consultant information.
- Support project documentation and technical development.
- Communicate with project team members regarding task progress.
- Assist with coordination during design development and construction documentation phases.

Qualifications

- Bachelor's degree in Architecture or related field.
- 3-4 years of professional architectural experience.
- Proficiency in AutoCAD and Microsoft Office.
- Working experience with Revit.
- Strong organizational and communication skills.
- Ability to collaborate effectively in a team environment.

Starting Salary Range: \$55,000 - \$70,000 annually, depending on qualifications and experience.

For consideration, please submit your resume and portfolio to hcheng@tbparchitecture.com