Post Date: November 3, 2021

Role: Architectural Specifications Writer

Description:
We are seeking a dynamic individual and agile Specifications Writer with a strong knowledge of architectural materials, products, building systems and construction procedures and methodologies. This position requires an experienced and flexible person who is responsible for writing, editing and coordinating architectural specifications and other related technical documents for a variety of project types. Ideal candidate is a detail-oriented team player with a thorough knowledge of specifications requirements, able to advise on materials and meet deadlines. This position can be worked remotely, based on the candidate’s expertise.

Responsibilities include:
- Review drawings and interact with project teams to develop and assemble specifications for the firm.
- Coordinate with consultants, clients, and contractors to incorporate their requirements into project manuals.
- Perform material, product and building systems research for project teams and assist project teams with shop drawing and product substitution review.
- Provide ongoing improvement of the office Master Specification Library, including its customized sustainable and project type content.
- Research and assist with planning educational opportunities for the firm.
- Foster a culture of excellent external and internal client service.

Skills and Competencies:
- Ideal candidate will have a diverse knowledge of architectural principles and practices including extensive knowledge regarding architectural materials, products, contract relationships and building systems.
- Excellent verbal and written communication skills.
- Ability to work on multiple projects simultaneously and meet deadlines.
- Proficiency in MS Word, Excel and Outlook.
- Familiarity with ARCOM MastersSpec.
- Familiarity with AIA Contract Documents and Bluebeam a plus.

Education and Experience:
- Bachelor’s degree in architecture, registered Architect a plus - or equivalent in education and/or experience.
- 5 + years in architectural practice, prior experience writing specifications is a plus.
- LEED AP or LEED AP with specialty a plus
- Construction Specifications Institute CCS credential a plus.

About Pope Architects: Founded in 1974, we are a full service architectural and interior design firm based in St. Paul, MN. Today, our work in Healthcare, Senior and Multi-family Housing, Corporate, and the Education markets drive continued growth and provide many opportunities to serve our client’s needs by developing creative and responsive solutions.

When searching for talent to join our team, we embrace diversity and inclusivity, and recruit individuals that support our core values: passionate people the entrepreneurial spirit, who strive to exceed client expectations and offer a collaborative design experience with a focus on excellence. These values span across all positions
in our firm, from architects, interior designers and technicians to our administrative and support staff. We provide an enriching work environment with dynamic and diverse teams, working together to create environments that enhance lives. To learn more about our firm please visit our website, www.popearch.com

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Contact: Please email resumes to Karen Oldenborg in Human Resources at koldenborg@popearch.com