



## Project Designer

Conklin Architecture  
Catskill, NY

### Position Overview

Conklin Architecture is currently seeking a full-time Project Designer to join our growing team in our Catskill, NY office.

The Project Designer will support the design and production process through all project phases, working closely with the principal architect, architectural designers and project manager to develop architectural designs, prepare documentation, and assist in project coordination.

### Key Responsibilities

- Develop design concepts and presentations
- Create and manage detailed construction documents and specifications
- Coordinate with and foster relationships between clients, contractors, and consultants from concept design to project completion
- Assist in project scheduling and construction administration
- Participate in client meetings and presentations
- Understand and manage budget with project deliverables and schedule

### Qualifications

- Bachelors Degree in Architecture required
- 6-8 years of professional experience in architectural design
- High proficiency in Revit BIM software required
- Strong understanding of NYS building codes and construction documentation
- Experience with both residential and commercial projects

### Required Skills

- Excellent design and technical documentation skills
- Strong verbal and written communication skills and ability to comfortably engage with clients, vendors, contractors and consultants through all phases of project management
- Detail-oriented and self-motivated, with excellent organizational skills

- Ability to manage multiple projects and project timelines simultaneously
- Knowledge of sustainable design practices

### **Benefits**

Competitive salary commensurate with experience and qualifications. Conklin Architecture offers a comprehensive benefits package including health and dental insurance, 401(k) plan with company match, paid time off and holidays, as well as professional development opportunities. Conklin Architecture is an equal opportunity employer.

Qualified candidates should submit their resume, portfolio and cover letter to [info@conklinarchitecture.com](mailto:info@conklinarchitecture.com).