

## **BIM & CAD Production Specialist / Database Manager**

Architects Alaska, an award-winning architectural firm with offices in Anchorage, Wasilla, and Bozeman is seeking qualified, enthusiastic, detail-oriented, self-motivated applicants for the open position of BIM and CAD Production Specialist. This individual shall be primarily responsible for large facility drawings database management and service. The successful individual is competent in professional architectural drafting using AutoCAD and Revit, possesses excellent communication skills, and manages client interface, leads meetings, and coordinates with Facility Managers, Design Team Engineers, and our in-house staff.

### ***Responsibilities:***

- Maintaining CAD/Revit files for the large facility databases
  - Updating floor plans, reflected ceiling plans, and life safety plans using contractor As-Built and Record drawings
  - Reviewing Record Drawings and base plans for compliance with Client Drawing standards
  - Meet the deadlines and maintain schedules
- Written, oral, and remote meeting communications with client's project management teams, facility managers, contractors, our engineering consultants, and in-house staff
- Attending meetings and sometimes leading them
- Willingness to learn Building and Life Safety Code regulations "on the job."
- Help with our office's drafting production needs on a wide range of building types
- Willingness to communicate with / learn on the job from current Manager and Production Specialist
- Recognition that client goals are our goals

### ***Skills:***

- 5 years minimum AutoCAD experience- Certification preferred or demonstrated competency supported by work examples & references knowledgeable of abilities
- 2 years minimum Revit experience, and knowledge of file conversion challenges from Revit to AutoCAD- Certification preferred or demonstrated competency supported by work examples & references knowledgeable of abilities
- MS Excel & Word competency
- Understanding of BOMA standards for measurement is a plus; willingness to learn a must
- Self-Organized and high attention to detail
- Team Player with a positive attitude, understanding that effective communication requires competent reading and listening skills
- Calm under pressure- proactive, not reactive

- Self-motivated drive to continuously improve and be best- willing to train and learn, and to train others

#### Architects Alaska Offers:

- Fun, collaborative working environment
- Employer insurance including medical and dental, optional vision, life and disability
- Paid holidays and leave
- 401K retirement plan after one year of employment

#### Salary

Competitive salary is dependent upon experience.

Architects Alaska is an Alaskan Architecture and Interior Design firm with offices in Anchorage, Wasilla, and Bozeman. Founded in 1950, Architects Alaska has been on the leading edge of architectural design for over 65 years and has maintained a practice based on innovation, quality, and design. Architects Alaska employs a staff of 30 and is a very friendly environment in which to work. We offer a casual, fun, collaborative work environment and professional growth potential, with competitive pay and benefits. If you think you have the right skills to join our dynamic team, we would love to hear from you!

Please send a written cover letter, resume, and drawing samples to:  
[mhenricks@architectsalaska.com](mailto:mhenricks@architectsalaska.com)