

## **Specifications Writer**

Payette is a leading architectural design firm in Boston, MA specializing in the programming, planning and design of complex buildings for scientific and medical research, academic teaching and healthcare. The Firm is looking for a Specifications Writer to work with its project teams developing specifications. The position requires the candidate have significant project experience and knowledge in producing project specifications that support the Firm's design approach and culture.

### Responsibilities:

- Write complex specifications for technical projects
- Work closely with the Specification Team to formulate the Firm's specification processes and standards, develop and maintain Firm's custom specification masters and inserts
- Research and make available specification technical resource tools to project teams and individuals involved in the production of specifications

### Candidates must hold the following qualifications:

- A professional degree in architecture
- At least 10 years of total experience and at least 5 years of experience in specification writing
- Experience with Microsoft Word and Masterspec
- Experience in institutional, healthcare, or academic building types

### Other qualifications:

- Architectural registration, LEED accreditation, and certification as specification writer preferred
- Working knowledge of AutoCAD and Revit preferred
- Strong project experience, proving a good understanding of building technology and practical knowledge of coordinating specifications with drawings
- Working knowledge of professional practice issues and documents relating to specifications, including special requirements for complex front-end specifications
- Ability to communicate with and understand the needs of project teams
- Strong organizational skills and management style appropriate to responsibilities
- Ability to conceptualize, develop, deliver, and implement management of specification resources on time and within budget

Only resumes submitted online will be considered.

Payette is an Equal Opportunity Employer and welcomes diversity in the workplace. When applying for this position please upload a spec sample in the "other" documents section. Please note for all documents (resume, cover letter, and portfolio) the maximum files size is 5 MB.

Please use the following link to apply for this position.

<http://newton.newtonsoftware.com/career/JobIntroduction.action?id=8a7885a861976c1a0161a01b50e542ba&source=CSI>