



## **PROJECT ASSISTANT / PROJECT ARCHITECT**

JLA Architects is a small, but growing, full-service Architectural Firm with offices in both Madison & Milwaukee, Wisconsin. We work on a variety of project types throughout Wisconsin – with the goal of expanding into new market segments – both geographically and by project type. We have a fast-paced, team-oriented atmosphere and encourage the professional growth of our team. We place a strong emphasis on Client service & satisfaction – placing it as our top priority. We are currently searching for the 'right' enthusiastic & dedicated person to join our team full-time as a Project Assistant or Project Architect in both our Madison & Milwaukee offices.

### **Position Summary:**

As a Project Assistant or Project Architect, your responsibilities will only be limited by your ability & your desire. However, the main responsibility of this position will be to provide support to your Project Team(s) in all phases of a project – from design through construction administration. A Project Assistant/Architect will take direction from a Project Manager but will be expected to prioritize & coordinate their work independently. At times, a Project Assistant/Architect will be expected to direct/mentor less experienced Team Members. The expected workload would be between 40-45 hours per week. Some infrequent travel to Milwaukee/Madison may be required. Specific functions & responsibilities of a Project Assistant/Architect include, but are not limited to, the following:

### **Typical Project Responsibilities:**

- Perform & document code reviews & analysis;
- Research equipment, products, & materials;
- Assist in developing a design of a project/or parts of project from the 'Design Development Phase';
- Set-up initial project models in Revit Software;
- Assist with the production of Construction Documents & Specifications;
- Review & coordinate consultant documents;
- Coordinate & submit plan review packages;
- Prepare presentation materials;
- Assist the Project Manager with various Construction Administration tasks;
- Observe internal & external meetings & produce meeting minutes;
- Communicate with Clients, Consultants, Contractors, etc.;
- Perform other project-related duties as required and assigned.

### **Additional Administration & Operation Responsibilities:**

- Answer phone calls & greet visitors;
- Maintain general office organization & order;
- Perform other operational-related duties as required and assigned.

### **Additional Marketing Responsibilities:**

- Assist with preparing various marketing materials;
- Assist with marketing-related photography;
- Perform other marketing-related duties as required and assigned.

### **Miscellaneous Responsibilities:**

- Be responsible, respectful, & professional. Perform with a high level of integrity;
- Critically think about everything that is done – as to why is it done and how it is best done;
- Learn from others in the office and from every task that is performed;
- Share your knowledge with others in the office – everyone has something to share;
- Take pride in every task that is done – to do it efficiently, completely, accurately, and professionally.

Qualifications:

The ideal person for this position would have the qualities, skills, and knowledge listed below.

- Typically 5+ years of experience at an architectural firm (or a demonstrated equivalent).
- Some relevant experience working with, or for, private developer clients.
- The understanding that our clients are our lifeblood and that client satisfaction is our greatest priority.
- The ability & desire to work in a fast-paced, multi-tasking environment - while maintaining a keen attention to detail.
- The ability to prioritize & execute a variety of tasks within a single project and across multiple projects.
- A great attitude, great work ethic, and NO inflated ego.
- Substantial experience/knowledge with both Revit and AutoCAD Architectural Software.
- Experience with Sketch-Up software;
- Experience with Microsoft Office Suite Software;
- Experience with Adobe Suite Software;
- Please note - Registration/Licensure is NOT required.

Compensation & Benefits:

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Health Plan, Dental Plan, 401K Plan, Long-Term Disability Plan;
- Standard Holidays + Bonus Time Off;
- Family-oriented, flexible schedule;
- Team-oriented, relaxed (but professional) work environment/culture.
- This position may lead to a promotion to Project Manager, Project Designer, or Design Architect.

Request an Interview:

If you are a qualified candidate for this position and would like to request an interview, please submit the following information to the office below or e-mail them to Lori Smith at [lsmith@jla-ap.com](mailto:lsmith@jla-ap.com).

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.
- Past salary history and anticipated salary expectations.