



**JLA**  
ARCHITECTS

## **PROJECT SPECIALIST**

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 Specialist in either our Madison & Milwaukee offices.

### **Position Summary:**

As a Project Specialist, 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 Specialist will take direction from a Project Manager but will be expected to prioritize & coordinate their work independently. At times, a Project Specialist 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 Project Specialists 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 'Schematic Design 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, Volunteer Time Off, Health Plan, Dental Plan, 401K Plan, Long-Term Disability Plan;
- Standard Holidays;
- 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 [JLA Human Resources](#).

- 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.

*JLA Architects provides equal employment opportunity to all applicants and promotional opportunity to all employees without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, protected veteran status, or any other protected characteristic. JLA Architects is committed to recruiting, hiring, training, and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outlined above.*

