



JLA
ARCHITECTS

PROJECT SPECIALIST / PROJECT ARCHITECT

JLA Architects was founded in 2007 and has since grown into a medium-sized firm with offices in Madison, Wisconsin, Milwaukee, Wisconsin, and Denver, Colorado. We have built a strong & consistent reputation with our clients, consulting partners, municipal bodies, and the community at large. Our success can be directly attributed to our diverse team and our approach to our work – which is inclusive & collaborative. This approach holds true in how we interact with clients, consultants, municipal bodies, and our internal Team.

Position Summary:

As a Project Specialist 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 lifecycle – from Schematic Design through Construction Administration.

A Project Specialist or Project Architect will take direction from a Project Manager, Project Designer, Senior Project Specialist, or Senior Project Architect but will be expected to prioritize & coordinate their work independently. As industry knowledge, technical skills, and soft skills develop – a Project Specialist or Project Architect may serve in a 'Project Captain' role on individual projects – directing & mentoring less experienced Team Members and assisting the Project Manager. Some infrequent travel to Milwaukee/Madison may be required. Specific functions & responsibilities of Project Specialists & Project Architects include, but are not limited to, the following:

Typical Project Responsibilities:

- Perform & document code reviews & analysis;
- Research equipment, products, & materials;
- Assist Project Designers in developing designs & design documents in the 'Schematic Design' and 'Design Development' phases;
- Set-up initial project models in Revit Software;
- Assist with the production of Construction Documents and Specifications under the direction of a 'Project Manager' and/or 'Project Captain'.
- Review & coordinate consultant documents;
- Produce, coordinate, and submit plan review packages;
- Coordinate work progress and review completed work with project QA/QC checklists.
- Prepare presentation materials;
- Assist with Construction Administration responsibilities under the direction 'Project Manager' and/or 'Project Captain'.
- Participate in internal & external meetings & assist with meeting minutes;
- Communicate with Clients, Consultants, Contractors, etc. as directed by the Project Manager;
- 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;
- Perform other marketing-related duties as required and assigned.

Additional Expectations:

- 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.

- Completed higher education program in architecture or related field;
- 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 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 Revit;
- Experience with AutoCAD software;
- Experience with Sketch-Up software;
- Experience with Microsoft Office Suite Software;
- Familiarity with Adobe Suite Software;
- Please note – For a Project Specialist position, 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, Group Life Insurance, Long-Term Disability Plan, Family Leave Plan;
- Standard Holidays;
- Family-oriented, flexible schedule;
- Team-oriented, relaxed (but professional) work environment/culture.

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.

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.