

## Position Available

KJO Architecture, LLC is seeking a full-time Project Manager.

### Well-qualified candidates will meet the following criteria:

- hold a professional architecture degree (B.Arch., M.Arch.)
- minimum 1 year of experience working in an architecture or engineering office
- have management experience or demonstrate ability to manage a small team
- Applicant must have solid verbal and visual communication abilities
- proficient in AutoCAD, Photoshop, Illustrator, and SketchUp
- be knowledgeable regarding building codes, construction detailing and specifying materials

### Responsibilities will include:

- managing single-family, multi-family, commercial and mixed use projects
- schematic design and design development
- producing construction documents with the project team
- reviewing and redlining documents for revision by others
- 2D drafting and 3D modeling
- construction administration
- building and maintaining positive client relationships
- presenting projects to local neighborhood associations

### Additional Qualities:

- LEED accreditation a plus
- Familiarity/proficiency with other BIM or 3D modeling/rendering software
- Personal transportation preferred but not required
- able to move about sites and buildings under construction
- able to lift 40 pounds

Employment will count towards NCARB IDP requirements provided candidate is pursuing registration.

Compensation and benefits offered commensurate with experience and qualifications. KJO Architecture, LLC is an equal opportunity employer.

If interested, please email your resume and a maximum of four (4) professional work samples with at least two (2) AutoCAD work samples to [info@kjoarchitecture.com](mailto:info@kjoarchitecture.com). External links and image files are acceptable. Please avoid sending oversized files as attachments.