

Position Available

KJO Architecture, LLC is seeking a part-time **Expeditor**.

Responsibilities will include:

- Communicating with the Philadelphia Department of Licenses & Inspections (L+I)
- Presenting plans for review by city departments
- Picking-up zoning and building permits
- Hand delivering drawing sets and documents
- Coordinating with internal office staff
- Logging and filing incoming/outgoing documents

Additional Qualities:

- Working knowledge of Philadelphia L+I procedures
- Ability to effectively manage time
- Scheduling flexibility
- Possess a valid driver's license
- Able to lift 40 pounds
- Personal transportation preferred but not required

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

If interested, please email your resume to info@kjoarchitecture.com. External links and image files are acceptable.

Please avoid sending oversized files as attachments.