



- **Job Title:** Intermediate Job Captain
- **Firm Name:** Ziese Architecture, Inc.
- **Location:** Los Angeles, CA (near Downtown)
- **Firm Profile:** Established in 2011, Ziese Architecture, Inc. is a small, dynamic full-service architecture firm with a diverse portfolio including commercial, industrial, and residential projects. We pride ourselves in exceeding client expectations and successfully navigating difficult projects through the approval process.
- **Salary Range:** **\$60-75K** commensurate with experience and capability plus benefits including medical, dental, and life insurance, PTO, and paid sick leave.
- **Job Description:** JC responsibilities include the production of construction documents under direct supervision of the Principal Architect and the Studio Director. The JC will play a critical role in the firm producing and coordinating drawings with design team consultants and contractors, assist with Planning and Building Department approvals, and mentor junior-level staff. The ideal candidate is eager to learn, asks questions, and absorbs information readily. The position will require the candidate to be very detailed-oriented, have a strong working knowledge of architectural materials and technology, and must have the ability to work on multiple projects at a time. This will be a challenging position with plenty of room for career development.
- **Job Requirements:**
 - BArch or MArch from a NAAB-accredited university, licensed or working toward for licensure preferred.
 - 2-5 years of professional work experience after graduation.
 - Working knowledge of Building, Planning, and Zoning Codes, ADA.
 - Thorough knowledge of architectural construction drawings.
 - Strong professionalism, interpersonal, and organizational skills.
 - High level of attention to detail.

- Strong verbal and writing skills to communicate with clients, consultants, and public agencies.
- Self-motivated, team-oriented, and adaptable to a fast-paced environment.
- Must be an excellent problem solver and demonstrate accuracy and thoroughness in their work.
- Should be highly organized and able to coordinate project information & documents.
- Proficiency in Revit, AutoCAD, Sketchup, Photoshop, and Microsoft Office.
- Must be legally eligible to work in the United States without sponsorship.

▪ **Contact Information:**

Please forward resume, work samples, and preferred employment terms in PDF format to info@ziesearchitecture.com.

Ziese Architecture, Inc. is an equal opportunity employer.