

Junior Architectural Designer

Jeannette Architects is a small, client focused, respected firm in Long Beach, CA seeking a team member with technical architectural skills for a full-time position.

Our mission is to **craft** beautiful homes. We **guide** our clients through a detailed and organized process, build **trust** and provide support from **design** through construction. Let's create an innovative and sustainable design that brings you pride and **happiness**.

Our practice involves clients, agencies and designers in the entire home creating process. Your position will involve a variety of tasks, which we are willing to teach, as well as learn methods from you. We aspire to keep our team constructive, effective and supportive, so confident verbal and written communication skills are essential. We encourage growth and success in the profession and are active in local associations.

Jeannette Architects is in Belmont Heights, Long Beach. Work hours are Monday through Thursday 8AM to 6PM / closed Fridays.

QUALIFICATIONS:

- Architectural degree from an accredited university
- 1-3 years previous architectural office experience
- AutoCAD, Revit and SketchUp proficient
- Proficient in Microsoft Word, Excel, Outlook, and Adobe Photoshop
- Ability to multi-task and work on various projects at one time
- Capacity to complete tasks on time with accuracy and strong attention to detail
- Basic knowledge of construction and building codes
- Candidates should be local residents or with plans for relocation and authorized to work in the United States

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Under the supervision of a Project Manager, prepare Construction Documents including plans, elevations, sections, schedules and details
- Translate hand drawn sketches to AutoCAD or Revit
- Submit drawings for HOA, Coastal Commission, and city/county submittals
- Collaborate with all co-workers on an assortment of tasks
- Research building materials, construction techniques and building codes

Compensation will be commensurate with abilities and relative experience. Please send resume and portfolio, no larger than 5 MB, to Roberta Jeannette at hire@jeannettearchitects.com, with "Junior Architectural Designer" in the subject line.

Please No calls