

# Architectural Junior Planner - Multifamily Studio

**Level** Entry

**Job Location** Corporate Headquarters - Orange, CA

## Description

### ABOUT AO:

**At AO, WE are better together.**

In addition to competitive pay and benefits, flexible work schedules, and Work From Home options, AO offers an absolute one-of-a-kind culture with collaborative workspaces and driven coworkers. AO welcomes creativity, learning, and lasting relationships. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude, and continuous improvement. If you are young in your career, grow with us. If experienced, get better with us. **There is no one like you, and there is no place like AO.**

### Benefits:

We offer all the benefits of a big firm, with all the human connections of a small one. You will never be a number at AO. Join our community.

### Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee-only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus

## Qualifications

### Summary:

The Junior Planner will help the team from start to completion of designated projects in line with goals set by Architects Orange while maintaining a high level of client satisfaction. More specifically, the Junior Planner will assist a Senior Planner on all assigned projects to completion, including coordinating and handling the technical development of project drawings and documents within the team. Interact with team members and project consultants to obtain, plan, and complete projects, as required under supervision.

Under the direction of Senior Staff and Partners, and following Architects Orange's (AO) policies and procedures, all applicable federal and state laws, and applicable regulations and codes, the Junior Planner is responsible for helping plan the project to completion. The Junior Planner is also responsible for coordinating and interacting with project consultants and all levels of AO staff and management to obtain, plan, and complete projects.

**Project Management:**

- Assist in Plan, coordinating, and tracking actions of AO staff and consultants during the project schematic site design, schematic building, preliminary design, and agency entitlement phases of the project
- Professionally represent AO and its staff at all project-related client meetings, and team meetings the project process

**Project Design:**

- Based upon meetings with senior staff, assist in developing creative solutions to the architectural site and building design aspects of projects
- Prepare, under the supervision, the design drawings, tabulations, documents, and other services necessary to meet both contractual and client expectations for designated projects
- Under the supervision, develop architectural solutions to create site plans, floor plans, building images, building elevations, materials selections, color selections, and all other aspects of the creative process of developing unique architectural design solutions for each project based upon client needs, desires, and direction
- Prepare, under this position's direction, the drawings, sketches, and related documents to accurately represent the project to the client, the approving agency, contractor, and all other project team staff and consultants
- Personally prepare and draw the project deliverables as listed above

**Education/Experience:**

- Bachelor's degree from 4-year college or university, or 3-4 years related experience/training; or equivalent combination of education and experience is preferred
- At least 1-2 years of experience is preferred to perform this job successfully
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Technical understanding of architectural drawings and specifications
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers and clients.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Must be proficient in computer use and computer-aided design software. Specific expertise in the following programs is required: Sketch Up, Adobe Photoshop, Adobe Acrobat, AutoCAD, Microsoft Office Professional programs including Word, Excel, Outlook, PowerPoint
- Proficiency in three-dimensional computer presentation/rendering software like Sketch Up.
- General knowledge of general office business computer systems and software.