

JOB CAPTAIN

ABOUT THE OPPORTUNITY

We are seeking a Job Captain that has extensive experience in various aspects of architectural design, ranging from construction documents and entitlement processing and eventually will run their own projects.

Job captains at Kluger Architects will be expected to immediately contribute to our current projects, some of which are in the construction document phase using the latest version of Revit. Selected Job Captains will have outstanding problem-solving skills, as well as the ability to work on a project from start to finish with outstanding scheduling skill sets to meet deadline parameters within financial budget is critical.

POSITION RESPONSIBILITIES

1. Provide vision, strategic direction, and marketing.
2. Establish strategic goals, target and pursue new business.
3. Work directly in partnership to develop strategies and client relations.
4. Recommend key hires to help build our current team and grow the firm.
5. Represent the company at community and industry events, professional conferences, meetings, committees, etc.
6. Assist in writing submittals, Proposals, answering RFI's, etc.
7. Quality Control
8. Marketing new and existing clients, when requested.
9. Experience and motivation are the key to potential growth and potential partnership.

REQUIRED QUALIFICATIONS

1. This position requires a motivated, self-directed individual with the ability to work independently and as part of a larger team.
2. Bachelor of Science or Architecture from accredited program required.
3. Minimum of 3-5 years of professional experience in a Job Captain role.
4. Highly proficient in Revit, AutoCAD, Lumion, Adobe Suite, and Microsoft Office. (Revit test will be given prior to hire)
5. Proven work history of successfully leading teams and completing projects.
6. Highly capable of working with and speaking with all levels of Engineers and Consultants to ensure the project is executed correctly.
7. Experience in all elements of design.
8. Skills test will be required

HOW TO APPLY

Email your cover letter, resume, and samples of work in a single document in PDF format to ckluger@klugerarchitects.com.