

At JK Architecture Engineering, we believe that lifestyle and great design go hand-in-hand. Our offices are in Auburn, CA (Endurance Capital of the World), Tahoe City, CA (Lake Tahoe...need we say more!) and Reno, NV (Biggest Little City in the World). If you decide to practice the art of Architecture + Engineering with JKAE, you will be joining an award-winning team and simultaneously enjoying the beautiful Sierra Nevada. We are community-oriented and family-focused. If you are looking to join a great firm, work with a staff that is energetic and motivated, and seek excellent benefits, JKAE is the place for you. If you meet the position requirements listed below, we would be excited to review your qualifications.

### DESCRIPTION

An immediate full-time position is open for project collaboration in our Reno office. Candidates must be committed to design excellence, interested in the craft of architecture and building, and capable of producing a strong set of construction documents in Revit and/or AutoCAD. The ideal candidate should demonstrate leadership abilities as this position is intended as a growth opportunity for potential Studio Director and Market-Sector leadership roles.

### RESPONSIBILITIES

- ❖ Create and Manage construction documents in Revit and AutoCAD.
- ❖ Assist in the design documentation process working directly with Project Managers and other designers.
- ❖ Must have strong interpersonal skills and experience in coordinating with architectural team, clients, consultants, and contractors.

### QUALIFICATIONS

- ❖ Bachelor's degree in Architecture, with 7-10 or more years of relevant architectural work experience.
- ❖ Nevada Architect licensure required.
- ❖ Design skills that will engage with our IMAGINE | DESIGN | CREATE studio approach.
- ❖ Proficiency in Revit
- ❖ Proficiency in Navisworks a plus.
- ❖ Proficiency in SketchUp, Photoshop and InDesign a plus.
- ❖ Experience in contract administration a plus.
- ❖ Working knowledge of building codes and regulations, including ADA
- ❖ Experience with Sustainable design. LEED AP a plus.
- ❖ Strong technical aptitude, attention to detail, and organizational skills.
- ❖ Effective written, graphic, and oral communication skills.
- ❖ Ability to collaborate and oversee project team members and have FUN!

### INSTRUCTIONS FOR SUBMITTAL

Please submit in PDF format only the following:

- ❖ One-page cover letter briefly describing your relevant experience and interests
- ❖ Resume
- ❖ Samples of completed work: photos & descriptions

Please email the above items to [anda@jkaedesign.com](mailto:anda@jkaedesign.com).

*JK Architecture Engineering is an equal opportunity employer.  
Competitive compensation based on experience.  
Full benefits package offered to full time employees.*