



## ENTRY-LEVEL ARCHITECTURAL GRADUATE

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December 10, 2018

Are you looking for a workplace where you will become part of an energetic team that provides you opportunity for a wide variety of design experiences? Do you want the opportunity to be part of the future of a growing, successful firm? Arkos Design is a dynamic firm where a multiple of design and professional skills are honed in a rewarding team-oriented environment. We are seeking talented design-oriented candidates that fit well into our team.

Arkos Design, located in downtown Mishawaka, Indiana, is seeking a full-time entry-level Architectural Graduate to join in the growth of our company. We are looking to hire an individual who is a creative thinker, is motivated, and seeks to be mentored and grow as a professional. The candidate should have a strong work ethic and appreciate working as part of a team.

### **Job Description**

- Work closely with other team members to assist in the completion of projects on schedule and with excellent design and document quality.
- Contribute to the design process of projects including assisting with concept development, sketches, renderings, and preparing presentation materials.
- Assist in preparing all phases of documentation, and required modifications, with the guidance of a Project Manager.
- Assist with construction administration of projects with the guidance of a Project Manager.
- Additional responsibilities may be assigned.

### **Qualifications**

- Bachelors or Masters of Architecture professional degree.
- No prior design firm experience required, but relevant internship or job experience a plus.
- Excellent written and verbal communication skills, organized, and attentive to detail.
- Able to sketch and draw by hand to convey design concepts.
- Aptitude to work collaboratively as part of a team and contribute creatively.
- Flexible with a willingness to do the work necessary to complete tasks.
- Experience with AutoCAD or Revit. Exposure to AutoCAD Architecture is a plus.
- Additional software experience preferred, such as InDesign, Photoshop, SketchUp, etc.
- Professional appearance and attitude.

### **Compensation**

- Full-time with competitive salary.
- Benefits for full-time employees include health insurance, retirement plan, and profit-sharing.

Arkos Design is a collection of professionals with expertise in Architecture, Interior Design, Landscape Architecture, and Digital Graphics. Our broad project experience includes higher education, senior living, commercial, public library, faith-based, and multi-family.

[www.arkosdesign.com](http://www.arkosdesign.com)

We are known for being highly collaborative, engaged with our clients, and delivering innovative, purposeful design. We are seeking to build a team of professionals that embraces this and recognizes the unlimited potential for growth available at Arkos Design. We value those who are committed to quality and service to our clients.

Please submit your cover letter and résumé to Rebekah Booher at [rlb@arkosdesign.com](mailto:rlb@arkosdesign.com).