



ENTRY-LEVEL ARCHITECTURAL GRADUATE

As an Architectural Graduate, you have developed a diverse knowledge of quality architectural principles and practices, and are highly motivated to continue your growth as a professional. You are ready to become part of an energetic team that provides you the opportunity for a wide variety of design experiences. At Arkos Design, located in downtown Mishawaka, Indiana, you will sharpen your design and professional skills in a rewarding, team-oriented environment, while contributing to the growth of the firm with your creative thinking.

Arkos Design is a group of professionals with expertise in Architecture, Interior Design, Landscape Architecture, and Digital Graphics, and we are seeking a full-time entry-level Architectural Graduate to join in the growth of our company. Our broad project experience includes higher education, senior living, commercial, public library, faith-based, and multi-family. 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 embrace this and recognize the unlimited potential for growth available at Arkos Design. We value those who are committed to quality and service to our clients. www.arkosdesign.com

Job Description

- Work closely with team members to complete 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 as assigned.

Qualifications

- Bachelor or Master of Architecture professional degree.
- No prior design firm experience required, but relevant internship or job experience a plus.
- Excellent written and verbal communication skills, high level of organization, and attentiveness 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 with Lumion, Twinmotion, Enscape, Adobe Products, BluBeam, SketchUp, et cetera is a plus.
- Professional appearance and attitude.

Compensation

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

Please Provide

- Your resume and cover letter.
- A brief portfolio of your best work and examples of hand sketches.

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