

JDJ Architects is a Chicago-based architecture + space planning firm that specializes in commercial interior projects for corporate clients, healthcare clients and building owners. Our experience working with an array of clients has provided us expertise in a variety of project sizes, budgets, and styles. JDJ Architects designs user-focused workplace & healthcare environments that place our clients' sensibilities and aspirations at the heart of each design process.

We are currently seeking a dynamic and well-rounded Interior Architect with at least 5 years of commercial interiors experience to join our team. This position will be responsible for all project phases from space planning through construction documents. Ideal applicant is a self-starter with a high attention to detail. Must be a forward-thinker and be responsible for the development of Construction Documents.

## **SKILLS/RESPONSIBILITIES**

### Design

- Advanced understanding of programming, building codes, planning, and design principles and methods
- Utilizes programmatic needs of clients to develop efficient and effective space plans at a high level to solve design problems
- Develops lighting plans to effectively communicate design intent

### Technical

- Assists senior staff with verification of site details to support design
- Produces CD's, and reviews material samples and shop drawings for permit submittal
- Responds to submittals and RFIs as needed

### Management

- Develops and maintains positive client relations and contacts
- Manages client communication and consultant coordination to ensure job success
- Ability to work in a fast-paced environment and manage multiple projects concurrently
- Provides project team leadership

Qualifications

- Bachelor's Degree in Architecture
- 5 years minimum commercial interiors experience
- Experience drafting/producing construction documents required
- Proficiency in Revit, AutoCad, and Adobe Creative Suite programs
- Proficiency in Microsoft Office Suite
- Knowledge of building codes, specifications, building and engineering systems
- Excellent organization, planning, and prioritization skills
- Demonstrates effective verbal and written communication skills
- Authorization to work in the United States

**JDJ CULTURE/BENEFITS**

At JDJ Architects, we believe in a healthy work-life balance and are committed to the personal and professional development of our employees. Our staff is our biggest asset and we value and recognize the contribution of each team member.

Competitive salary and a good benefits plan are offered and will commensurate with ability and experience.

*To be considered for this opportunity, please submit your resume and portfolio through link or email us at [info@jdjarch.com](mailto:info@jdjarch.com).*