



**BFA+D**  
Barbara Felix  
Architecture + Design

## Job Captain

Immediate full-time opportunity for a Job Captain who is a motivated self-starter, able to multi-task, and can work on concurrent projects. Ideal candidate will have between two and five years of experience in an architectural office and a strong background and knowledge of AutoCAD and Revit.

### Responsibilities:

- Work under design principal or project architect on commercial or hospitality projects
- Development of working drawings through all phases of a project, including pre-design and code review, design documents, bidding and close-out documents on a variety of projects
- Assist with consultant communications and meetings
- Assist in client communications and meetings
- Assist with construction administration

### Desired Qualities:

- Between two and five years of architectural experience with a bachelor or master degree in architecture or newly licensed architect with three+ years of experience in an architectural setting
- Excellent interpersonal and communication skills (written and oral)
- Highly motivated
- Collaborative spirit and sense of humor

### Minimum Required Skills:

- Fluent in AutoCAD and Revit
- Strong communication and graphic skills; ability to translate design into compelling stories
- Strong organizational skills and ability to multi-task on concurrent projects
- Experience in all phases of project development (schematic design through construction administration)
- Friendly, flexible, and versatile
- Ability to work openly and amicably with team, under design principal or project architect

### Preferred Skills:

- Experience with Adobe Creative Suite (InDesign, Photoshop) and MS Office Suite
- Ability to provide code review/research
- LEED Accreditation

### Compensation:

- Full-time position; compensation based on experience and education.

*Interested applicants should send a resume, portfolio, and references to Becca Snyder, AIA at [becca.snyder@bjfelix.com](mailto:becca.snyder@bjfelix.com). No phone calls, please.*