

Job Title

Architectural Associate: 2-5 years of experience

Company Information

Established in 1991, Earles Architects and Associates (EAA) is a full-service architectural design firm offering a wide range of architectural, interior design, and planning services. EAA has over 25 years of experience with a variety of clients in the corporate, tenant development, institutional, industrial, and retail sectors. Innovation is at the core of every architectural design solution we create and evident in the thousands of projects we've successfully delivered.

Description

The Architectural Associate will be responsible for project implementation from schematic design through construction administration; including coordination with clients, contractors, and consultants. A strong background in Corporate and Retail design is preferred and will provide opportunities for a wide assortment of projects and clients.

Job Responsibilities:

- Collaborates with colleagues for the design of the project
- Completes and/or assists in project code review
- Develops, checks, and coordinates technical aspects of the design of a project
- Leads in organizing the construction documentation process
- Follows established standards for project production and review
- Keeps Project Manager and Principals informed of progress or need for assistance

Requirements

- 2-5 years of experience
- Minimum of Bachelor degree in Architecture required. Master's degree preferred
- Strong organization skills
- Experience developing Construction Documents for bid, permit, and construction
- Experience with Construction Administration
- Strong working knowledge of Chicago Building Codes and International Building Codes
- Demonstrated capacity for design sensitivity
- Strong 3D modeling, graphics, presentation, rendering, and communications skills
- Strong proficiency in AutoCAD software programs
- Proficiency in Revit preferred
- Familiarity with BOMA space measurement standards

Benefits

- Health Insurance coverage with Blue Cross/Blue Shield offering a very attractive PPO or HMO including Dental Insurance Coverage, 70% of cost paid by EAA
- Short and long term disability insurance, Life insurance and AD&D coverage paid by EAA
- AFLAC Insurance plan available (at employees cost)
- POP plan available for employees to take advantage of pre-tax insurance costs
- 10 paid vacation days, (accrued per pay period)
- 10 paid holidays, annually
- 4 paid personal days, annually
- 16 hours of paid Professional Development time, annually
- 401K Contribution with Discretionary Profit Sharing
- NCIDQ and ARE exam cost reimbursement (50%) and up to 40 hours of paid time for taking exams.
- Annual professional licensure reimbursement (50%)
- Annual professional organization membership reimbursement (50%)
- Flexible work schedule based on core hours' requirement
- Summer hours work schedule
- Annual discretionary bonuses

Compensation: Salary commensurate with experience level

Contact: Careers@eaachicago.com