

Architectural Drafter/Designer Position



Jones Gillam Renz Architects – Firm Description

JGR is a long-established company that has designed projects in every category over the past 80 years. We have 2 office locations that work together as 1 Midwest brand, in Salina, Kansas and Kansas City, Missouri. Our firm emphasizes the “Team Concept”, with each member contributing to each stage of the design process. We work closely with our clients, staff, consultants, community, and others to explore, analyze & critique the project details to ensure a successful project. We work on a variety of projects, across 12+ states. We actively compete in new project categories as well.

Please visit our website: www.jgrarchitects.com and our Facebook page for more information: <https://www.facebook.com/jgrarchitects>

Position Description

Seeking a full time Architectural Drafter/Designer in our Salina office. This position offers a great opportunity to become part of a team and experience a versatility of projects and tasks.

Duties/Expectations:

- Draft and coordinate plans and elevations, wall sections, and details for a variety of different building types and sizes
- Performing site visits
- Coordination of consultant’s drawings (structural, mechanical, electrical, civil, etc.)
- Meeting and coordinating with clients, consultants, city and state entities and contractors
- Occasional travel
- Completing office and business related tasks.

Qualifications:

- Certificate in Drafting
- Proficiency in AutoCAD
- Two to three years industry experience
- Strong work ethic: self-motivated, organized, hard-working
- Creativity of design and problem-solving
- Out-going and amicable personality
- Team Member: Commitment to our firm & its philosophies
- Microsoft Office Programs a plus

Hourly wage is negotiable based on previous experience.

Benefits

- Paid Vacation & Holidays
- Paid Sick Leave and Well Pay
- 401K and employer match
- Cafeteria Plan
- Health Insurance
- Incentive and Bonus Program
- Community Events and Memberships

Contact

Please email a cover letter, resume, and samples of work (or copy a link) to Susan Rogge, srogge@jgrarchitects.com. Please limit email file size to 10 MB. *(Feel free to also email us with any questions.)*