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LEASING TECHNICIAN

This is a temporary full-time position with the potential to evolve into a regular status full-time position.

The Leasing Technician creates architectural tenant documents and assists in project administration. Strong attention to detail and accuracy, along with outstanding communication skills, are needed to work in a fast-paced setting on a variety of retail projects.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Member of a team that assists in the coordination of completing architectural lease documents for assigned projects.
- Reference architectural and structural construction documents to create architectural drawings for individual tenant spaces.
- Identify areas for concern with code compliance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- 1-2 years of architectural experience.
- Retail experience preferred.
- Proficiency in AutoCAD, Adobe Creative Suite, SketchUp and Microsoft Office.
- Preferences:
 - Bachelor of Architecture degree.

ESSENTIAL FUNCTIONS

- Strong attention to detail and accuracy.
- Ability to work independently on tasks given.
- Demonstrated ability to work in a fast-paced environment and work well under deadline pressure.
- Strong interpersonal skills.

WORK ENVIRONMENT

- Work is performed in a typical office work environment sitting at a PC.
- Travel may be required.

JPRA is an Equal Opportunity Employer. This challenging position will provide the appropriate candidate with rewarding challenges, a professional teamwork environment, and an outstanding salary/benefit package, including paid overtime and bonus potential. To be considered for this position in an award-winning architectural firm, send your resume to careers@jptra.com. Please include a cover page with a summary of your skills along with your salary history and why you want to work for JPRA Architects.