

As an Architectural Design Professional, you have developed a diverse knowledge of quality architectural principles and practices, and are highly motivated to continue your growth as a professional. You are ready to become part of an energetic team that provides you the opportunity for a wide variety of design experiences. At Arkos Design, located in downtown Mishawaka, Indiana, you will sharpen your design and professional skills in a rewarding, team-oriented environment, while contributing to the growth of the firm with your creative thinking.

Arkos Design is a group of professionals with expertise in Architecture, Interior Design, Landscape Architecture, and Digital Graphics. Our broad project experience includes higher education, senior living, commercial, public library, faith-based, and multi-family. We are known for being highly collaborative, engaged with our clients, and delivering innovative, purposeful design. We are seeking to build a team of professionals that embrace this and recognize the unlimited potential for growth available at Arkos Design. We value those who are committed to quality and service to our clients. [www.arkosdesign.com](http://www.arkosdesign.com)

### Job Description

- Participate in the design and documentation process of projects.
- Work closely with team members to complete projects on schedule and with excellent design and document quality.
- Contribute creatively in developing conceptual designs and resolving design or construction issues.
- Participate in client and project team meetings.
- Coordinate design and documentation with all disciplines and engineering consultants.
- Observe construction progress and provide construction administration services.
- Establish design budgets and schedules within project team workflow to meet deadlines.
- Additional responsibilities as assigned.

### Qualifications

- 3+ years of relevant experience. Registration and NCARB Certificate is a plus.
- Non-licensed candidates should be in the process of completing AXP and ARE.
- Excellent written and verbal communication skills, high level of organization, and attentiveness to detail.
- Aptitude to work collaboratively and manage a project team.
- Creativity and enthusiasm.
- Flexibility with a willingness to do the work necessary to complete quality projects on schedule.
- Experience with Revit. Experience with InDesign and Enscape is a plus.
- Professional and positive attitude.

### Compensation

- Full-time position with a competitive salary.
- Benefits for full-time employees include health insurance, retirement plan, and profit-sharing.

### Please Provide

- Your resume and cover letter.
- A brief portfolio of your best work and examples of hand sketches.

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