

WHO WE ARE

JKS Architecture is a well-established architecture firm with over 40 years' experience in the middle Tennessee, southern Kentucky market. We are looking for exceptional talent to staff our new office in Clarksville, TN. Conveniently located approximately 45 minutes north of downtown Nashville, Clarksville is the fastest growing city in the state of Tennessee and the fifth largest city in Tennessee with a population over 175,000.

We offer a variety of services within our architecture and interior design framework. See our website at jksae.com for a review of our operations and portfolio which contains projects within the commercial, industrial, federal, state, educational, healthcare, religious, and transportation markets.

Our company culture provides employees with a casual, collaborative work environment with integrity-driven leadership. Our team consists of innovative visionaries who prioritize mentoring others and investing in personal continued learning and growth. As a team, we strive for excellence in all aspects of our work.

OPPORTUNITY

Registered Architect

JKS Architecture is seeking a Registered Architect from an architecturally accredited university with 5 years post registration experience. The successful candidate will collaborate with architects, interior designers and engineers to design and document a range of projects from concept through completion.

For consideration, please submit your cover letter, resume and portfolio to hjeter@jksae.com.

POSITION RESPONSIBILITIES

- Management through hands-on production and documentation along with staff.
- Provide a high level of client service and team support through appropriate design and project management.
- Lead the design and documentation process.
- Use developed skill sets in design and construction documentation with ability to mentor others.
- Review the work of the staff to produce accurate documentation through quality control.
- Demonstrate teamwork.
- Manage projects of varying scale through all phases from initial client meetings through construction administration.
- Coordinate with the internal office team on daily tasks for projects.
- Manage consultant coordination.
- Prepare and lead client presentations.
- Collaborate with other teams on large-scale projects.
- Other duties as assigned.

EDUCATION, QUALIFICATIONS, AND REQUIREMENTS

- Bachelor or Masters Degree in Architecture from an accredited university.

- 5 years demonstrated proficiency in Revit, Autocad, Microsoft Suite, and Adobe Creative Suite software.
- Ability and willingness to accommodate 10-15% travel based on business requirements for activities such as meetings, client site visits, and other out-of-office activities.
- Experience successfully managing multiple projects.
- Excellent time management, prioritization and organizational skills, with the ability to complete projects on time with precision and attention to detail.
- Strong interpersonal and leadership skills
- Excellent communication (verbal and written)
- Initiative and professional drive
- Highly ethical
- Strong critical thinking, analytical and problem-solving skills

SALARY

Salary shall be commensurate with experience.

BENEFITS

- Competitive Compensation
- Paid Time Off
- Bonus Pay
- Paid Holidays
- 401K program with employer match
- Medical, Dental, and Vision Insurance
- Company-Paid Life Insurance and Long-Term Disability Insurance

JOB TYPE

- Full-Time
- Please only apply if you are interested in working in our office located in Clarksville, TN. This position is **not** for contract work or telecommuting.

SCHEDULE

- Monday – Friday
- 8:00AM – 5:00PM