

REB Architects is hiring an Assistant Project Manager or Project Manager, *depending on experience and qualifications*, to join our growing team!

REB Architects, PLLC is an architectural firm that practices in Kentucky, Ohio, Indiana, Illinois, Michigan, Tennessee and West Virginia from its office in Central Kentucky. The firm has extensive experience with the design and renovation of multi-family residential, institutional and civic, historic renovations, churches, offices and commercial buildings.

Responsibilities

- Creates full working drawing set of design drawings for use in construction.
- Works as part of the team to review / redline drawing sets for others
- Makes revisions on drawing sets that were reviewed / redlined by others.
- Creates renderings
- Review and approves shop drawings.
- Assists project manager through design development, bidding and construction administration tasks as necessary.
- Completes site visits and/or monthly meetings to monitor project progress and produces associated reports/documentation to facilitate construction progress.
- General office duties including, but not limited to reviewing and approving client billings, reviewing consultant and project related vendor invoices, making copies, answering telephones, etc.
- Some overnight travel may be required

Qualifications

- Must have excellent oral and written communication skills
- Ability to multitask
- Proficient in Microsoft Office suite
- Proficient in AutoCAD
- Must be local to our office and willing to work on-site

The ideal candidate will exhibit high standards, excellent communication skills, and have an ability to take initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will ensure your success in this multi-faceted role. Selected candidate must enjoy working as part of a team with the ability to give and receive direction and guidance on all aspects of the work performed.

Benefits

REB Architects, PLLC offers a comprehensive benefits package including

- Health/dental and vision insurance
- 401k Retirement program
- Short term and long-term disability
- Life insurance
- Paid holidays
- Paid time off

Please email Beckie at blehmann@rebarch.com for a full job description. Candidates should be prepared to submit a cover letter and resume.