



AKA

**AUGER KLEIN ALLER
ARCHITECTS INC.**

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MEMORANDUM

Date: January 20, 2021

To: AIA Job Posting

From: Heather Obrecht White, Senior Vice President
Auger Klein Aller Architects, Inc.

CC

Subject: Hiring:
1. Drafter/Architectural Design
2. Project Manager

Regarding:

WE'RE LOOKING TO GROW OUR TEAM!

Auger Klein Aller Architects is BUSY and GROWING. We are seeking qualified people who enjoy working in a collaborative and fun environment and who want to learn and grow with us. We are Looking for individuals to join our team in the following roles:

Project Manager. 5-10 years' experience with experience in multiple project types, strong technical ability and good design instincts. Main responsibilities will include overseeing and/or directly performing the development of the design and production of construction documents for projects, interpreting and apply codes and requirements of regulatory agencies, and performance of construction administration services. The desired candidate's qualifications should include excellent oral and written communication skills to effectively communicate concepts and ideas to both clients and staff, ability to organize and handle multiple project assignments, and actively looks for ways to improve quality of work and efficiency.

Additional skills include:

- Leading project team
- Develop work plans to meet project milestones and continually monitor progress of the work.
- Managing client requests and expectations
- Managing team member tasks and project schedules and budgets
- Coordination of all design disciplines
- Performing quality control reviews
- Problem solving / troubleshooting
- Proficiency in Revit & AutoCAD
- Working knowledge in Sketch-up

Compensation includes competitive salary, medical & dental benefits, Simple IRA w/ employer retirement contribution, Paid Time Off, Flex Time, and professional development allowance.

Drafter / Architectural Designer. 3-5 years' experience with experience in multiple project types. We are looking for a self-motivated individual who is comfortable working with AKA's clients in the design process the candidate must have a positive attitude and great communication skills. A great candidate will also have a passion for the work they do and great organizational skills as priorities may change daily. Additional skills should include:

- Revit, AutoCAD, Sketchup, Photoshop, & InDesign.
- Self-motivated drive to learn
- Independent problem solving without fear of asking questions

Compensation includes competitive wage, medical & dental benefits, Simple IRA w/ employer retirement contribution, Paid Time Off, Flex Time and training/professional development allowance.

Auger Klein Aller is a 25-year-old firm specializing in problem solving for a wide variety of client types. If you're ready for a START, a FRESH START or a RE-START in a profession we all love, send a resume h.owhite@aka-architects.net.

End of Memorandum