

# WHITE & LIEBLER | architects

## POSITION AVAILABLE - ARCHITECTURAL ASSOCIATE

WHITE & LIEBLER ARCHITECTS is a Petoskey, Michigan based architectural firm specializing in the design and implementation of high-end residential and resort architectural projects. For over 40 years we have continued to provide the highest level of custom design and project management for our clients.

We are currently seeking a full-time **ARCHITECTURAL ASSOCIATE** to join our collaborative team. The ideal candidate will have strong technical skills, advanced knowledge of residential construction methods, and experience in developing a project through detailing and documentation, from concept into construction.

### Required Skills and Experience

- Minimum of 2+ years of recent and relevant architectural experience
- Undergraduate degree in Architecture from an accredited University. IDP enrollment encouraged
- Proficiency with Revit is required
- Proficiency with Autocad, Sketchup, Adobe Suite, & Microsoft Suite software preferred
- Strong technical skills and production experience
- Ability to take direction and work within a collaborative team as well as independently manage tasks
- Self motivated and able to manage time through multiple fast-paced projects simultaneously
- Ability to interact professionally with Clients, Consultants, Contractors and Staff

### Areas of Accountability

- Prepare presentation drawings and models for client review
- Develop design and technical documents through all phases of a project
- Generate revisions and corrections from red-line drawings and project document sets
- Work with senior staff to prepare, coordinate and complete Construction Documents
- Participate in construction site visits to better understand the construction process
- Attend client meetings to observe the overall process and develop client interaction skills.

### Salary and Benefits

- Full-time position with highly competitive pay commensurate with experience
- Paid overtime at 1.5x hourly rate
- Paid holidays, sick time and personal time off
- Flexible working hours
- Health Insurance, Health Saving Account and Retirement Plan (SEP)

**Position available immediately**

Interested applicants should email a resume and cover letter to [nliebner@white-liebner.com](mailto:nliebner@white-liebner.com) or call 231-347-6870 to discuss interest and qualifications.

White & Liebler Architects is an equal opportunity employer