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Architectural Associate

Byce & Associates Inc, an award winning architectural and engineering firm in Kalamazoo Michigan with a diverse and growing portfolio, is currently seeking an Architectural Associate to work on a variety of project types.

Basic Qualifications

- Accredited Architectural Degree
- Minimum one years of postgraduate experience
- LEED GA, LEED AP or LEED BD&C Preferred
- Proven skills with Revit, Autocad, Photoshop, SketchUp or other 3D Modeling
- Proficiency in preparing clear, complete, and accurate plans and details from Conceptual Sketches through Construction Documents
- Ability to Draw and Sketch
- Must be committed to continuous learning

Job Responsibilities

- Perform specific/limited portions of architectural assignments under direct supervision.
- Document changes to architectural drawings as instructed.
- Consult with manufacturers, researches and evaluates materials.
- Design portions of projects under direct supervision.
- Contribute proactively to the project team.
- Receive and follow directions for project assignments.
- Manage own time based on directions given.
- Create graphics and researches information for inclusion in marketing proposals and materials.
- Join and attend local professional association events/educational sessions.
- Continue to refine design and technical skills
- Continue to gain confidence with each project completion
- Proficient with Microsoft Word, Excel, Adobe Acrobat, PowerPoint and other software programs
- Excellent interpersonal and time management skills
- Ability to communicate ideas well both graphically and verbally.
- Ability to work independently and work collaboratively in a team environment
- Plan for completion of AXP process
- Positive attitude and driven to succeed

Byce & Associates, Inc offers a competitive salary and a comprehensive benefits package to include: medical, dental, vision, supplemental life insurance, 401(k) plan, medical and dependent care reimbursement plans, education reimbursement program, continuing education, and paid time off (PTO).

For immediate confidential consideration, please submit your resume to hr@byce.com.

All candidates should have legal work status in the United States. Byce & Associates, Inc is minority owned, an Equal Opportunity Employer.