

PROJECT ARCHITECT, 4 – 10 Years of Experience

HMN Architects is seeking highly self-motivated applicants for immediate placement in our Overland Park office as a full-time Project Architect to assist with multiple projects.

Duties and Responsibilities

This listing is a partial list of tasks which are required for this position and may be subject to change at any time:

- Actively collaborate as part of the project design team on multiple projects
- Demonstrate an understanding of design concept and an ability to apply and execute assigned tasks and responsibilities which further the design concept
- Detailed production and documentation of project design and contract documents of projects of varying construction types and technical requirements
- Working with a project team to coordinate and provide quality oversight of a full set of contract documents, including multi-disciplinary coordination and collaboration

Required Skills and Experience:

Applicants MUST meet the following criteria to apply:

- Professional Degree in Architecture from an accredited University Architecture Program.
- Four (4) to Ten (10) years of prior, post-graduate experience
- Proficiency with Revit and MS Office platforms
- Experience with technical aspects of architecture and assembling construction documents
- Submit examples of projects that required a high level of collaboration and team coordination
- Possess excellent oral and written communication skills as well as problem-solving, and organizational skills

The following skills and experience are highly preferable:

- Proficiency with SketchUp, AutoCAD, PowerPoint, Illustrator, Photoshop, Newforma
- Experience with construction administration
- Experience in positions of leadership or public speaking

Application Process:

Please submit a cover letter and your resume in PDF format to careers@hmnarchitects.com

All applicants will be provided an application and pre-hire self-identification forms as required by law. Once all paperwork has been completed and it has been determined that you meet the qualifications, we will contact you to provide a copy of or a link to your electronic portfolio.

Only qualified candidates will be contacted for further information. No expenses related to submittal, interview, or relocation will be reimbursed by HMN Architects.

HMN Architects is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, protected veteran status or disability.

