

JOB: Project Drafter / Full Time

JFA is a growing contemporary design firm located in downtown Brooklyn, New York that specializes in new construction and renovation of commercial, residential and mixed-used buildings. We are currently seeking a full time "Project Drafter" with NYC experience to join our seasoned team of designers.

General

- Ability to communicate effectively and professionally with clients and company employees.
- Excellent organizational skills with strong attention to detail.
- Must be able to work in a group and independently, with ability to multi-task and meet deadlines.
- In-depth knowledge of AutoCAD Architecture. Revit, SketchUp and other industry accepted software also desired.
- Capable of creating a team atmosphere leading to successful completion of projects.

Technical:

- Prepares construction documents including plans, details, sections, elevations and schedules and assists with drawing issuance during the bidding and negotiation phases.
- Calls attention to problem areas and offers creative technical solutions or ask questions potentially leading to creative solutions.
- Understands connection between assigned tasks and the greater project and follows through to confirm consistency.
- General drafting/picking up redlines.
- Experience with NYC DOB zoning, filing and receiving/addressing objections is a major plus!

Salary and Benefits:

- Salary commensurate to experience.
- JFA offers many benefits to employees including healthcare contributions.
- JFA regularly hosts lunch and learns, vendor presentations, trainings, design charrettes, and roof top parties to encourage employee's growth, development, and collaboration. Learn more about JFA at <http://jfrankl.com>.

Application Questions: (include this information in your cover letter or resume)

- How many years of AutoCAD experience do you have?
- How many years of Drafting experience do you have?
- What is the highest level of education you have completed?
- Are you able to work in Brooklyn, NY?
- Are you authorized to work in the following country: United States?
- Are you willing to undergo a background check, in accordance with local law/regulations?

Application email sending should include COVER LETTER, one-page RESUME, and five-page max WORK SAMPLES

CONTACT:

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JFA

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