

Swan Drafting and Surveying Services, Inc. is seeking an *experienced Architectural Draftsman*, a talented, and well-rounded to join in leading our growing company to continued success. The successful candidate must be a self-motivated, self-starter capable of working independently, and a team player capable of communicating clearly with colleagues and clients. **Experience and willingness to measure buildings is essential.** Entry level to Junior level encouraged to apply.

Essential Duties And Responsibilities

- Survey and document existing field conditions.
- Carryout scheduling, tasks lists, and communicate objectives to the team
- Responsible for the implementation of office standards throughout the project
- Assist in the production of architectural plans, preparation of schedules, creating and developing construction drawings and Dept. of Building documents.
- Team player with strong leadership abilities.

Education And Requirements

- Bachelor of Science Degree in Architecture Programs or higher.
- Possesses a minimum of 3 - 5 years of experience in architectural practice/office experience, including experience in a leadership role.
- 3 - 5 years of professional Experience with AutoCAD software; Autodesk Architecture.
- Must have high proficiency in Microsoft Office Suite (Word, Excel, PowerPoint,); MS Access is a + but not required.
- 1 - 2 years of professional Revit drafting experience in an architectural office, but not required.
- Proficiency in Adobe Suite (InDesign, Illustrator, Photoshop), but not required.
- Knowledge of the NYC and NYS building codes preferred, but not required.
- A road warrior – must be able to travel throughout the U.S. but mainly NY, NJ, PA & CT area.
- Must have a valid driver's license & personal automobile (we will provide a car allowance).
- Ability to lift, 20 - 40 lbs.
- Ability to commute to Brooklyn office and work from home.

Personal Characteristics

- Must be well organized, with good oral communication, written skills and typing ability.
- Strong attention to detail.
- Ability to exercise independent judgment to stay on course with job duties.
- Strong work ethic, including ability to “do what it takes” to get the job done.

Compensation and Benefits – We offer a competitive salary based on experience, commission potential, car allowance and a benefits package that includes medical, 401(k) and more!

Base pay range: \$ 32,000/yr - \$ 65,000/yr.

Send Resume + Application to:

Email your resume to nickr@swandrafting.com or fax to 718-837-3219.

Please visit our website at www.swandrafting.com.

Employment is contingent upon successful completion of background investigation and pre-employment drug screening. All resumes are held in confidence. Only candidates whose profiles closely match requirements will be contacted during this search. *Swan Drafting & Surveying Services, Inc. is proud to be an equal opportunity employer, but a diverse, inspiring and enjoyable place to work.*