



# KOHLER ARCHITECTURE INC.

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REGISTERED:  
MICHIGAN  
OHIO

MEMBER:  
A.I.A.  
N.C.A.R.B.

## ARCHITECT LEVEL 3

Kohler Architecture is seeking a highly motivated Architect to join our growing team. Are you a creative thinker, passionate and like to work with a small team committed to big results? Now entering our fourth decade of practice, Kohler Architecture, has cultivated a lively and diverse culture that places emphasis on improving lives, Doing It Right, never settling, and collaboration. We exist to empower communities to Make things Better. We're devoted to our staff and our community. Our passion is our purpose. Given our smaller size, the position offers an excellent opportunity to learn and gain experience in a variety of phases and construction types. Employee will experience all aspects of a project from schematic design through on-site construction administration duties. We place a high priority on educating our staff and we support employee AIA programs and educational development.

Position is full time (40 hrs./wk.) with overtime opportunities as dictated by workload. Compensation is highly competitive given our small size and based on applicant's experience, licensure, and skillset with ample room for advancement. Benefits include paid time off, flextime, an annual discretionary bonus opportunity and more.

The applicant must possess the following skills and qualifications:

- Minimum 8 years work experience in Architectural design.
- Licensed in the State of Michigan or hold a NCARB Certificate for reciprocity.
- Strong problem-solving skills.
- Ability to work independently and a team player.
- Outstanding interpersonal and communication skills.
- Able to collaborate and lead design teams through all phases of a project.
- Exceptional time management, organizational, and verbal/written communication skills.
- Experience with built projects and working with contractors including residential and commercial construction.
- Software Proficiency in Revit, AutoCAD, MS Office, MS Excel desired.

Duties will include:

- Working alongside principals and project architect in a variety of tasks including but not limited to preparing strategic plans by establishing project scope, schedules, budget, fees, and preparing proposals and contracts.
- Coordinate and perform all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.
- Managing and performing the day-to-day tasks associated with multiple concurrent projects as assigned while adhering to established deadlines.
- Serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction.
- Actively manage client budgets, schedules, programs, and shaping the documentation sets.
- Managing and mentoring a diverse team including architectural staff and A/E consultants while keeping leadership informed.
- Provide oversight and mentoring of less experienced project managers.
- Oversight and performing the tasks required for projects through all Architectural phases including: Project Initiation, Site Plan Review, Schematic Design, Design Development, Construction Documentation and Contract Administration.
- Develop solutions and create project designs, plans, specifications, and detailing.
- Other duties and projects as assigned.

The perfect candidate is interested in helping to build the future of the company. Are you interested? If so, we'd like to talk to you about your experience and the opportunity of joining us.

Please email a single pdf document no more than 3MB that includes a cover letter, resume and work samples (professional if any, and/or academic) and salary history/requirements to: [resume@kohlerarchitect.net](mailto:resume@kohlerarchitect.net)

**#KAMakeThingsBetter**  