



**STONE GROUP**  
ARCHITECTS

**HIRING:**

# ARCHITECTURAL ASSOCIATE

Architectural Associates must demonstrate a high standard of professionalism and client focus/customer service. You will need to be resourceful and flexible, effective at handling multiple tasks; have good computer skills; strong presentation skills, written and verbal skills; and be able to work in a collaborative format with multiple team members. Architectural Associates prepare detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by a licensed architect. You will be responsible for minor or small architectural projects and will be selecting, evaluating, and implementing architectural procedures and techniques to use to complete projects. Additional tasks are preparing reports and specifications as requested.

To perform this job successfully, you must be able to perform each essential duty according to industry standards. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **Skills & Qualifications:**

- Bachelor's Degree in Architecture from a NAAB accredited program. Master's Degree preferred.
- Proficiency in Autodesk Revit.
- Working knowledge of 3D rendering and VR is a plus.
- Ability to obtain full Architect license within 5 years.
- Working knowledge of information technology including software and hardware.
- Microsoft software knowledge (Windows and Office).
- Strong verbal and written presentation skills.
- Great customer service.
- Exceptional mathematical skills and the ability to apply concepts of basic algebra, geometry, trigonometry, and financial functions.
- Exceptional analytical and reasoning ability including the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Able to think outside the box to find solutions.
- Exceptional attention to detail and quality.
- Ability to stay calm under pressure.
- Organized and good at juggling tasks and prioritizing.
- A great team player with desire and initiative.

**Stone Group Architects values the service Veterans and their family members have given to our country and we support the hiring of returning Service Members and military spouses.**

Stone Group Architects is a growing Architectural firm that does work across the entire United States. We operate from four offices in Sioux Falls, SD; Rapid City, SD; Sioux City, IA; Wayzata, MN; and Moorhead, MN. Stone Group Architects professionals work side by side with some of the leading experts in healthcare, retail, office, education, recreation/wellness, and military to plan and design projects that provide inspiring environments for the people who occupy them and the communities where they reside.



We are a Service-Disabled Veteran-Owned Small Business (SDVOSB), and great customer service is a key part of our culture. We are committed to providing supportive, respectful, and collaborative service to all our clients – and all our employees provide that for one another, as well. We work hard to listen more than we talk, and we design for what our clients need, not what we want. If you are interested in joining a team where you can make a difference, grow your career quickly and work with amazing people, Stone Group Architects is the place for you. For more information, please visit our website at [www.stonegrouparchitects.com](http://www.stonegrouparchitects.com). Stone Group Architects is an equal opportunity employer.

This position is full-time. We will interview until we fill the position. Stone Group Architects offers a flexible work environment with a fun office culture. Full time employees are eligible for benefits to include:

- Competitive salary DOE
- Health Insurance
- Dental Insurance
- Vision Insurance
- Group Term Life Insurance and AD&D
- Paid Time Off
- Paid Holidays
- 401K/ROTH Retirement Plan
- Long Term Disability
- Short Term Disability
- Section 125 Flexible Spending Plan
- Membership Dues & Continuing Education Support
- Bereavement Leave

Interested applicants may email resume, portfolio, and contact information to James Linn at [JamesL@stonegrouparch.com](mailto:JamesL@stonegrouparch.com)

