



Architectural Job Captain

Firm Profile: Nadel, Inc. is an award-winning architectural firm with excellent clients and an extensive portfolio of projects nationally. Our depth of experience provides support and mentoring for our staff members, while our passion for innovation encourages creativity in a broad range of building types.

Job Description: We are seeking an accomplished full-time Architectural Job Captain for our Las Vegas office, with experience in retail and hospitality building types. Qualified candidates should be familiar with the building type, technologies, and applicable codes, able to work effectively as part of an overall design team, and experienced with ACAD programs.

This is a long-term position and an opportunity to develop one's career in a highly professional setting.

Job Requirements:

The ideal candidate must possess the following minimum qualifications:

- Proficient in AutoCAD and Revit.
- Degree in Architecture a plus.
- Proficiency in Revit a must.
- Excellent written and verbal communication skills.
- 5-8 years experience in Commercial Architecture.
- Detailed knowledge of all applicable current building codes.
- Responsible for delegation of work and mentoring of drafting/CAD staff with regard to architectural interpretation, CAD standards and practices.
- Responsible for coordination of working drawings and specifications within the project team, including consultants.
- General understanding of project budgeting and time management.
- Responsible for the administration of construction documents, and adherence to firm standards.
- Maintain organized project files.
- Responsible for filing for and maintaining building permits.
- Responsible for oversight, coordination, and production of contract documents (drawings and specifications).
- Responsible for attending construction meetings, and conducting field visits as directed.
- Responsible for review of shop drawing submittals and responding to RFIs.
- Responsible for the maintenance of all logs throughout construction administration.

We offer a substantial benefits package to full-time employees, including health insurance, dental insurance, a 401(k) plan, Paid Time Off, and a competitive salary commensurate with experience.

Contact Information: If you meet the criteria for this position, please send a detailed resume and a portfolio of sample work in PDF format ONLY to employment@nadelarc.com.

Please, no recruiters or phone calls, and no links to web pages will be reviewed.