



ARCHITECT / PROJECT MANAGER

Immediate opening for a licensed architect to join an established firm. The position offers the opportunity to work on a wide variety of projects including public buildings, medical facilities, commercial office and retail spaces.

Position Requirements:

Education/Registration

- B.A. in Architecture
- Registered as a Professional Architect in the State of Texas or ability to obtain within six months

Professional/Personal

- Knowledgeable in AutoCAD, Microsoft Word and Excel
- Strong organizational skills
- Continuous learner
- Good oral and written communication skills
- Ability to schedule and meet deadlines
- Problem solver

Responsibilities/Expectations:

- The design and production of construction plans and specifications
- The design and production of planning studies and analysis
- Organizing and scheduling work to accomplish project goals within established timelines and budgets
- Construction Administration
- Overall project management and coordination with other entities and disciplines

Compensation/Benefits

Compensation includes base salary and year-end performance-based bonus opportunities. Excellent company benefits are also provided including: medical and life insurance, a 5304 Simple IRA Retirement Plan with company match and paid time-off.

Please e-mail resume to employment@jacobmartin.com or fax to 325-690-6417, Attention: Human Resources