

**FIRM:** CB Two Architects LLC

**LOCATION:** Salem, Oregon

**POSTED ON:** February 20, 2017

**POSITION:**

CB Two Architects is seeking an experienced Drafter for employment in a demanding yet relaxed and collaborative office environment. We are a successful and dynamic firm that offers a full-range of unique client services. Our enthusiasm and commitment to achieving optimal results encourages a spirited and creative thinking environment.

Primary responsibilities include, but are not limited to:

- Support the Production Managers and Project Architects through utilizing experience and expertise to draft construction documents
- Collaborate with project architects to develop plans, elevations, sections, schedules and details
- Build and manage both AutoCAD and Revit models and design components
- Work directly with Project Architects to produce drawings from sketches, existing drawings and electronic images
- Coordinate with Design Consultants on a variety of project aspects

**QUALIFICATIONS:**

- At least 1-3 years of professional work experience in an Architectural office working on Design Development drawings and Construction Documents is preferred
- An Associates of Occupational Studies in Architectural Drafting degree preferred

**OTHER REQUIREMENTS:**

- Self-motivated and willingness to take initiative
- A team player that is able to work autonomously as needed
- Ability to communicate with consultants
- Ability to multitask, be proactive, learn quickly, ask questions, understand answers, be helpful and work hard
- Demonstrates attention to detail and a desire to perform at a high level

- Knowledge of commonly used concepts, practices, and procedures within the industry
- Good written and verbal communication skills

**SOFTWARE:**

- Proficiency with AutoCAD and Revit
- Computer literate with Microsoft Office suite of products
- Familiarity with Sketchup and Adobe Creative suite

This is a full-time position in a stimulating and creative office environment. CB Two Architects LLC offers a full benefit package, including medical and dental insurance, gym membership reimbursement and a 401(k) program.

Compensation based on experience/skill level.

Candidates must be a US citizen or hold a US work visa.

Interested candidates should forward their cover letter and resume to [jobs@cbtwoarchitects.com](mailto:jobs@cbtwoarchitects.com).

For more information, please see our website at [www.cbtwoarchitects.com](http://www.cbtwoarchitects.com). No phone calls please.

CB Two Architects, LLC is an Equal Opportunity Employer.