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RE: Landmark Architects looking for expansion of staff March 11, 2021

Landmark Architects is looking to expand its workforce soon. The positions (3) are below;

Office Manager /administrative assistant

Middletown Architectural firm looking for an office manager/administrative assistant. Growing firm needs an energetic task-oriented individual with knowledge of today's office software to assist in organizing office documents, maintain marketing information, assist in proposal writing and preparation, maintaining office project and social media. Work with firm president and staff with preparation of project specifications and typing. Please send resumes to sjohnson@workforcealliance.biz

Architectural draftsman:

Middletown Architectural firm looking for a draftsman to expand its growing staff. Person needs to be experienced in AutoCAD and Revit platforms. Looking for someone who can work independently as the partial remote office environment is still in effect during the Pandemic. 5-10 years of experience is preferred. Projects include new and existing larger housing developments, along with other private and municipal projects. The firm is an energy star firm looking to expand into Passive house designs and sustainability measures to provide healthy environments and energy efficient structures. Please send resumes to sjohnson@workforcealliance.biz

Licensed Architect:

Middletown Architectural firm looking for a Licensed Architect with experience in working as a project Manager. The firm assigns staff from beginning to end of our projects. Skills needed to work with client and contractors at all phases of a project. Person will be responsible for most document development in



preparation for bidding and Construction Administration. The firm is committed to energy star and Passive house design criteria. We constantly look for designing the most current technologies into our projects and to provide for a sustainable near net-zero energy solution for our clients. Please send resumes to sjohnson@workforcealliance.biz