

**1) Job Title: Junior Designer**

**2) Firm Name: Puchlik Design Associates**

**3) Location: Pasadena, CA**

**4) Firm Profile:** PDA has a long history of experience designing high-caliber projects with a focus on healthcare, Assisted Living, Skilled Nursing Facilities, Acute Care Hospitals, and Clinics. PDA offers a “full service” architectural approach, from design conception to documentation. Our Firm not only specializes in the intricate codes required to develop safe quality healthcare facilities, we see ourselves as caregivers; enhancing resident lives through the environments we create.

**5) Job Description:** The Junior Designer position is an entry-level position that provides general support to PDA staff. This position requires initiative, discretion and reasoning abilities to perform most duties independently, though technically works under the supervision of the Office Manager and Technical Staff:

- Assist architectural staff in producing documents to be issued from the office
- Assist staff in producing client projects/presentations (printing and binding reports, photo projects, material boards)
- Ensure documents are issued using appropriate business standards: proofread for spelling and grammatical errors, formatting, and form usage (letterhead, transmittal form, etc.).
- General Office Support including Scanning, Filing, and assisting with maintaining the general “neatness” of the office.
- Resource Materials: Manage ordering and returning of samples, organizing and maintaining small library, intake of vendor deliveries, act as point of contact for manufacturer updates of new products.
- Back-up to answer phone, prepare shipments, etc. when Office Manager is unavailable.
- Pick-up and delivery of items outside the office as needed (office supplies, plans from neighboring engineering offices, plans from OSHPD, etc.)

**6) Job Requirements:**

- Bachelor’s degree in Architecture, recent graduate welcome.
- Proficiency in Microsoft Office programs such as Word, Excel, and Outlook.
- Strong professionalism and interpersonal skills
- Strong organizational skills
- Reliable transportation

**7) Benefits include but are not limited to:**

- Company Paid HMO Medical and PPO Dental
- Paid Vacation and Sick Days
- 401K Retirement and Profit Sharing

**8) Salary Range: Competitive**

**9) To Apply, Send Resume to: Leah Walker, [lwalker@puchlikdesign.com](mailto:lwalker@puchlikdesign.com)**