



ARCHITECTS

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KMF Architects is currently accepting resumes for Architects with a minimum of 6 years' experience working on public and private projects of all scales to join our team. This is a full-time position in our Orlando office and offers a dynamic array of experiences and responsibilities. Prepare to be part of an energetic studio culture and to collaborate closely with the team. Interested applicants are encouraged to apply by sending your resume, portfolio, and examples of your work to [Erika@kmfarchitects.com](mailto:Erika@kmfarchitects.com).

## **Job Summary:**

Architects are responsible for planning, producing, and coordinating projects. This individual will oversee each of their assigned projects from the notice to proceed through completion and interface directly with their team, consultants, and some clients. In this role, you are responsible for project production through design and construction, financial performance, and team communication.

The successful candidate will partake in multiple projects simultaneously during all design and construction phases until completion and will direct employees and consultants at all levels to ensure that proper steps and procedures are followed and that the work is completed as planned, budgeted, scheduled, and in conformance with the design intent.

## **Supervisory Responsibilities:**

- Supervises design and production staff efforts on assigned projects.

## **Duties/Responsibilities:**

- Coordinate and oversee all technical activities relating to architectural projects, including directing their design team, reviewing drafts and computer models, and reviewing design changes.
- Maintain project delivery schedule and communicate concerns with the Project Team.
- Prepare schematic and design development phase presentation materials.
- Develop construction documentation and specifications.
- Prepare custom building envelope details at the highest level.
- Lead reviews of design milestone submittals with clients.
- Assist in the preparation of proposals and review of shop drawings.
- Site visits as necessary.



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## Required Skills/Abilities:

- Must have strong building envelope technical design experience.
- Ability to effectively lead a minimum of 3+ people and inspire a team.
- Proficient in Revit and AutoCAD.
- Spec writing experience required.
- Experience in Adobe Suite preferred.
- Experience writing proposals and time estimating preferred.
- Excellent organizational skills and attention to detail.
- Strong analytical, decision-making, and problem-solving skills.
- Strict adherence to deadlines.

## Qualifications:

- Professional Degree in Architecture, MArch or BArch, MSBS, etc.
  - o Degrees in Building Sciences Considered.
- Minimum 6 years' experience.
- Registered / Licensed Architect Preferred
- NCARB preferred.
- LEED / GreenGlobes Preferred.

## About KMF Architects

At KMF Architects, we believe architecture is more than just constructing buildings—it's about creating spaces that enhance the human experience. Our mission, Design Everything, embodies our commitment to infusing creativity and purpose into every project and decision we make. We understand that impactful design transcends aesthetics; it encompasses functionality, sustainability, and emotional resonance. By embracing a holistic approach, we craft environments that inspire, connect, and uplift communities.

Collaboration is at the heart of our practice. We bring together diverse perspectives—from architects and engineers to artists, urban planners, scientists, teachers, firefighters, and homeowners—to drive meaningful, well-rounded design solutions. This philosophy has propelled us to achieve national and local recognition, including award-winning environmentally conscious solutions that enhance both the user experience and the surrounding community.

Our dedication to Design Everything has not only earned us acclaim for our work but also for the culture we've built. KMF has been named the Orlando Sentinel's Best Places

to Work for two consecutive years and recognized as the Best Institutional Design Firm for two years running. We foster a collaborative, innovative, and inclusive environment where every team member's voice matters, ensuring that architecture remains dynamic, responsive, and relevant for generations to come.

## Why Join KMF?

We offer a competitive benefits package designed to support our team members' well-being and success, including:

- Paid vacation, sick time, and holidays
- 401(k) with company contribution matching
- Comprehensive medical and disability insurance
- Professional development opportunities
- Company-sponsored community and industry events

KMF Architects is committed to fostering a diverse, inclusive, and equitable workplace. We are proud to be an equal opportunity employer, welcoming individuals of all backgrounds and identities. KMF is a background-screening, drug-free workplace.

If you're passionate about shaping the built environment and embracing a philosophy that pushes the boundaries of what design can be, we invite you to take this moment and begin the journey with us to Design Everything.