



ARCHITECTS

ARCHITECTURAL DRAFTER

KMF Architects is currently accepting resumes for Architectural Drafters with a minimum of 5 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.

Job Summary:

Architectural Drafters are responsible for production of detailed drawings of architectural plans and designs for structures and buildings. This individual will be involved in production of each of their assigned projects from the notice to proceed through completion and interface directly with their team, consultants, and occasionally some clients. In this role, you are responsible for project production through design and construction.

The successful candidate will be able to focus for prolonged periods of time while participating in multiple projects simultaneously. Must be detail oriented, tech-savvy, and able to work alone creating drawings.

Supervisory Responsibilities:

- This role does not have supervisory responsibilities.

Duties/Responsibilities:

- Coordinate technical activities relating to architectural projects, including communicating with their design team, reviewing drafts and computer models, and drafting design changes.
- Set up sheets and drawings.
- Develop construction documents.
- Compare drawings and specifications to ensure coordination.
- Ensure that CAD and Revit standards are applied.
- Prepare plans and details from sketches/convert mark-ups to finished drawings and communicate concerns with the Project Team.
- Works efficiently (within the time frame allotted) and ensures established deadlines are met.
- Works accurately.
- Checks completed work against markups prior to returning both the mark-up and the new work to author of the markup.
- Plots drawings to the appropriate scale.
- Receive and send drawings electronically.
- Provides other assistance as needed by the project team.
- Other duties as assigned.

Required Skills/Abilities:

- Proficiency in Revit required. Also proficient in AutoCAD is a plus.
- Must have strong building envelope technical design experience.
- Excellent organizational skills and attention to detail.
- Strong time and project management skills.
- Work with a sense of urgency.
- Detail-oriented with the ability to maintain project flexibility and adapt to change.
- Strong problem-solving skills.
- Strict adherence to deadlines.

Qualifications:

- Minimum 5 years' experience.
 - o 3rd Party Certifications desirable, but not required.
 - o Degrees preferred, but not required.

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.



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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.