

Position: Architectural Drafter

Hours: Monday -- Friday typically 8am to 6pm. As required; weekends for catch up. We expect the person in this position to work the hours necessary to successfully perform the items contained in this job description.

Imperial Realty Company is a family-owned commercial real estate company, headquartered in Chicago. Our portfolio consists of office buildings, shopping centers, industrial buildings and self-storage facilities. We are looking for a unique individual with a creative vision and a keen eye for detail.

RESPONSIBILITIES:

- Execute the vision of company ownership for all building renovations of common areas
- Responsible for producing architectural plans for tenant improvement work from initial concept through permit drawings and bid documents
- Assist with preparing construction cost estimates for tenant improvements
- Assist with conducting field measurement

REQUIREMENTS:

- AutoCAD proficiency
- Knowledge of BOMA Measurement Standards
- Experience in real estate and permit drawings would be an added plus
- Experience in Photoshop and ketchup would be an added plus
- Must be proficient with Microsoft Office and have excellent writing skills
- Efficient multi-tasking, time management and problem solving capability
- Strong verbal communication with the ability to communicate at all levels within the organization
- Must have 1 year of Auto-CAD drafting experience to be considered.

We offer competitive compensation and benefits, including medical and dental insurance and, 401(k) plan. **Our office is located on the North side of Chicago with easy access to the Eden's Expressway.**

You may email your resume to: jobs@imperialrealtyco.com or contact us at 773-736-6580