Position: Assistant Planner (Full Time) Paid (DOQ)

G&A Consultants, LLC is a multi-disciplined consulting firm including Civil Engineering, Land Surveying, Landscape Architecture, and Land Planning Services, in the north Texas region. Our 30+ person firm provides land development design services to private and public clients for residential and multi-family projects, mixed-use developments, retail, office, commercial, and institutional projects, as well as infrastructure design for municipalities and other agencies, utilizing Autodesk Civil 3D and graphic software. Our salary and benefits are very competitive and our work culture is family-friendly.

We are seeking an undergraduate/graduate student that is currently enrolled in a planning-related program to provide technical support and assistance to the professional planning staff. The candidate must be seeking a professional planning career, be highly motivated to work on various projects, and eager to learn new things.

Skills:
- Strong writing and oral communication abilities
- Research and analytical skills
- Motivated self-starter
- Ability to work with a team or independently and to coordinate with other departments
- Willingness to learn AutoCAD/Photoshop to generate concept plans/layouts
- Ability to work on multiple projects simultaneously
- Creative problem solving skills with vaguely defined problems

Minimum Requirements:
- At least seventy (70) credit hours towards a Bachelor’s degree in a planning-related discipline such as planning, public administration, architecture, geography, landscape architecture, or other similar program. (Proof must be provided.)
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of Adobe Acrobat

Email resumes to randi@gacon.com