

Project Architect

Huitt-Zollars, Inc. / Architects

Los Angeles, CA, USA, 90025

Huitt-Zollars' Los Angeles, CA office has a full-time **Project Architect** opportunity for a California registered professional to join our growing Architectural Practice Group. This role will project manage multiple higher education projects for community colleges, universities and other HZ clients.. The successful candidate will have 7+ years' of professional experience in higher Ed institutional architecture. They will be responsible for monitoring the status and quality of project deliverables and developing project documents at all stages of design and should be able to engage in construction administration activities, work with multiple teams on various projects both small and large scale, and communicate effectively with staff, clients and consultants. They will have excellent graphic, written and verbal communication skills and possess a strong desire to excel and lead in a fast paced, challenging and client-focused environment. This is an excellent opportunity for professional growth and career advancement within an award winning full service architectural and engineering firm.

Responsibilities:

- Work with project team on the design and development of projects, and foster multi-disciplinary team coordination
- Coordinate schedules and deliverables
- Oversee and contribute to the preparation of design documentation
- Perform construction contract administration, payment requests, FFIs, change order submittals and DSA submittals
- Coordinate site meetings with consultants and participate in marketing endeavors
- Work in all projects phases from programming through project closeout
- Supervise architectural interns and drafters
- Assist principals with project management and scheduling
- Conduct team meetings and lead production team
- Communicate and coordinate with consultants
- Research and specify products and coordinate specifications
- Ensure each project complies with company quality standards

Qualifications:

- Master's Degree in Architecture from a NAAB accredited program
- Must have professional architectural license, Registered California Architect preferred
- Minimum 7+ years of commercial and institutional architectural experience (public sector experience a plus)
- Demonstrated building construction technical experience
- Proficient in Revit, Adobe Creative Suite, AutoCad, other 3D Modeling and Microsoft Office Suite
- Ability to lead and coordinate consultant teams
- Ability to interact with owners and user groups
- Excellent organizational, verbal communication and leadership skills
- A great team player attitude and approach, ready and excited to share knowledge and help junior staff grow
- Strong technical capabilities with code knowledge
- Ability to prioritize and deliver multiple projects with varying deadlines
- Positive attitude and driven to succeed
- LEED Accredited is a plus

HZ offers a competitive benefit & compensation package, including medical, dental, vision, life, and long/short-term disability plans and two retirement plans: 401(k) and an ESOP.

Please apply online at: <https://external-huitt-zollars.icims.com>

Job ID No: LA107

Huitt-Zollars is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, sexual orientation, gender identity, religion, national origin or any other legally protected status. Consistent with the Americans with Disabilities Act, the company will make reasonable accommodations to assist in the application process upon the request of an applicant. No question on this application is intended to secure information to be used for discriminatory purposes.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a) and 60-300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Apply Here: <http://www.Click2apply.net/zvds2ys9m7rnfhdj>

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