

About Swift Lee Office (SLO)

Pasadena, California

Founded in 2000, SLO is a full-service architectural firm with an extensive portfolio of complex and innovative civic, educational, residential, and industrial projects. SLO retains its founding spirit of inventiveness and its interest in the cross-disciplinary practice of architecture. We think of ourselves as design evangelists, preaching the value of ingenious problem solving with a will to experiment, innovate and collaborate. Above all, we seek out projects that strengthen the social fabric of communities, and we are committed to being good stewards of the environment.

Position: Project Architect/Construction Administration

Minimum Qualifications:

- Professional degree in architecture (Licensed CA architect a plus)
- Minimum 5 years' experience in a high-quality architectural firm in California
- Minimum 2 years' experience in construction administration in reviewing and responding to RFI's, submittals, and shop drawings; attend site meetings; keeping track of schedule and meeting memos; and interface with the contractor and building inspectors
- Experience with DSA and LAUSD
- Proficient/working knowledge of accessible design and CBC Chapter 11B
- Proficient in AutoCAD and Revit

Compensation: This is an hourly consultant position for 20 to 30 hours of work per week.

- Local candidates ONLY
- Must be able to start immediately
- Please no phone calls, drop-offs, or agencies

Application:

- Letter of interest
- Resume with references
- Work samples
- Submit above in a single PDF format file to jobs@swiftleeoffice.com

SLO