

Swift Lee Office

About Swift Lee Office (SLO)

SLO is a full-service architectural firm founded in 2000 with an extensive portfolio of complex civic, educational, residential, and industrial projects. We bring a spirit of inventiveness and ingenious problem solving through experimentation, hands-on making, fabrication, research and a will to 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.

Our work environment is fast-paced with value placed on a work-life balance while maintaining a high level of rigor in the work. A close-knit collection of architects and designers, the small size of SLO utilizes a diverse group of talent in the office and reflects an atmosphere of family. The office culture is energetic, hands on and allows individuals to bring ideas to the table while also taking ownership of a project.

Position: Project Architect / Construction Administration

We have an immediate opening for a project architect with strong experience in K-12 educational, single family, industrial, civic/art projects and working with public agencies. The ideal candidate is self-motivated, analytical and a problem solver, effective at working in a team and alone, a strong communicator, and an enthusiastic champion of good design.

SLO is interested in a Project Architect who would like to take on responsibility, achieve a high level of ownership, and have a critical voice. The ideal candidate possesses a strong working knowledge of and experience in construction documents, detailing and construction administration and a high proficiency in Revit.

Minimum Qualifications:

- Professional degree in architecture (Licensed CA architect a plus)
- 6-10 years' experience in a high-quality architectural firm in California
- Demonstrated leadership and coordination skills through all phases of design from concept through construction administration
- 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 building permit approval processes and able to work with the building code official as the primary lead
- Experience with DSA and Unified School Districts, e.g. LAUSD & PUSD
- Working knowledge of accessible design and CBC Chapter 11B
- Strong communication skills and ability to manage internal design team
- Proficient in Revit and AutoCAD a must
- Legal authorization to work in the U.S. and English fluency

Salary, Benefits and Hiring Practices

We offer competitive salaries commensurate with the candidates experience and skills. Paid vacation, holidays, 401K, and health/dental/vision insurance are also offered. We support and advocate for diversity and equal representation in all aspects of our practice, in our hiring decisions, and in the field of architecture at large.

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

Application:

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