

Project Manager

ABOUT WESTGROUP DESIGNS

Westgroup Designs (WD) is a comprehensive Planning, Architecture and Interior Design firm headquartered in Irvine, California. Founded in 1989, WD is a woman-owned business that values passion, integrity, execution, teamwork and an enthusiasm for discovery. We specialize in educational, civic, healthcare, and commercial facilities, ranging from tenant improvements and renovations to new ground-up buildings and campuses.

WHAT WE OFFER

- Collaborative, supportive and fun office culture, which was recognized in 2015 as one of the Top 30 Best Places to Work in Orange County by the Orange County Business Journal. Employee well-being and professional development are central to our culture, including weekly Lunch-n-learns/CEU sessions, industry event participation, monthly wellness initiatives and flexible working hours with half-day Fridays.
- Work alongside industry leaders who specialize in workplace strategies, health & wellness design, and learning environments.
- Located in the Google Center, our Irvine office is newly expanded and remodeled with a modern, open office design for staff to enjoy generous day-lighting, collaborative workspaces and break-out areas, and a quiet lounge area. The Google Center campus features onsite parking, several cafés and multiple outdoor seating areas.
- Competitive salaries commensurate with level of education, experience and leadership potential.
- Comprehensive benefits package that includes health, dental and vision care; holidays and PTO; and 401(k) and profit-sharing programs.

Learn more about our company culture on [Instagram](#).

PRIMARY RESPONSIBILITIES

As a Project Manager, you will be responsible for leading projects on budget and schedule while working with the Project Designer to deliver design excellence. You will manage all aspects of project delivery, coordinating with all team members from project kick-off through construction administration. The ideal candidate will possess extensive knowledge of professional practice, including staffing, scheduling, contracts, project billing and QA/QC processes; excellent communication skills with an ability to present ideas in a marketing or project presentation; and a proven track record of delivering projects on schedule, within budget, and with exceptional client satisfaction.

REQUIREMENTS

- 10+ years of architectural experience, including project management
- Bachelor's Degree in Architecture, or equivalent; advanced degree is a plus
- California Architectural License
- Proficient in Revit with proven work experience in an architectural environment
- Experience with California education (DSA preferred), healthcare (OSHPD preferred), and/or commercial projects
- CASp certification is a plus
- LEED accreditation is a plus