

# PROJECT ARCHITECT

## ABOUT WESTGROUP DESIGNS

Westgroup Designs (WD) is a comprehensive Planning, Architecture and Interior Design firm headquartered in Irvine, California. A professional collaborative environment with strong, qualified architects and designers leading, teaching, and learning. A creative team who works hard at rewarding careers on meaningful projects that can change peoples' lives.

**We're About:** Quality, Integrity, Commitment, and Architecture with Purpose.

**We Specialize** in educational, civic, healthcare, residential and commercial facilities.

## WHAT WE OFFER

- A diverse group of projects
- Opportunities to make a difference through our work in the community.
- Medical, Dental and Vision Insurance
- Life Insurance
- 401k and Profit Sharing
- Paid Time Off
- Paid Holidays
- Bonus opportunities
- Continuing Education opportunities
- Comfortable work atmosphere

**Our Culture:** We offer a collaborative, supportive and fun office culture! Professional development and well-being are central to our culture. Our senior staff are industry leaders and mentors, who share knowledge and insight. Our office environment engages staff with weekly Lunch-n-Learns, CEU sessions, industry event participation, monthly wellness initiatives and allows for work-life balance with flexible working hours and half-day Fridays. [Learn more about our company culture on Instagram.](#)

**Our Office:** Located in the Newport Gateway Center, open, light and modern design for staff to enjoy generous daylighting, collaborative and flexible workspaces and break out areas, engaging cafe and lounge areas. Building amenities include an employee fitness center, Matisse Bistro cafe, game room, florist, hair salon, auto detailing, weekly food trucks and outdoor areas including a putting green.

## WHO WE LOOKING FOR

- 7+ years of architectural experience
- Bachelor's Degree in Architecture, or equivalent; advanced degree is a plus
- California Architectural License
- Proficiency in Revit, with proven work experience in an architectural environment
- Effective communicator and a Team player
- CASp certification is a plus
- LEED and/or WELL accreditations are a plus

## PRIMARY RESPONSIBILITIES

- Lead construction document preparation in collaboration with the Project Manager.
- Coordinate documents from internal staff, consultants, and contractors.
- Handle construction administration tasks, including shop drawing and submittal reviews.
- Document code review and compliance.
- Possess knowledge of industry standards, construction methods, and building systems.
- Utilize Revit with high technical proficiency.
- Perform quality control checks on design and construction documents.
- Lead and mentor a team of architectural designers and drafters.
- Stay updated on trends, technologies, and best practices through professional development.