

**Architectural Designer**

Enfort Homes – Kirkland, WA

**We:**

Love real estate and are passionate about building & developing the highest quality new construction homes in Kirkland, WA. Most Enfort Homes projects are multi-million dollar eastside homes. With a knack for design and an eye for detail, we set high standards for all our construction projects and our chosen subs. We have a tight-knit culture and we work closely as a team, maximizing each person’s areas of expertise. We are fast paced and growing quickly. We are hungry to succeed, and willing to work to make it happen. We are energetic & thrive on the fast pace of our industry.

**You:**

Love people, problem-solving, satisfying clients & outsmarting the competition. You like it when you have a direct impact on the company’s performance. You enjoy learning new skills & are a self-starter. You like working in teams but can be equally efficient working independently. You aren’t satisfied with just good results but are always trying to achieve more. You’re energetic & personable.

**The Job:**

This position is for an experienced **Architectural Designer** who is ready to take their skills and contribution to the next level. You will be responsible for overseeing and managing the Entitlement process for all projects from start to finish. This position will lead and contribute to the development of Enfort’s high-quality projects in the Greater Seattle Eastside market. At Enfort Homes, we value team members who take ownership of their projects, work efficiently, innovate thoughtfully, and collaborate across departments to drive results.

**Job Responsibilities & Key Milestones:**

**Design Development & Presentation**

**Objective:** Prepare preliminary site planning layouts, massing studies, and conceptual building designs aligned with consultant reports and jurisdictional requirements.

**Measurement:**

∙ Design preliminary site plans based on consultant reports, communicating design intent to the Acquisitions team within the project’s feasibility deadline

∙ Complete a full Construction Document plan set utilizing Revit to include demo, framing, plans, sections, elevations (including windows & doors), other exterior material specifications ∙ Incorporate resources from external consultants and partners into design deliverables for permitting

∙ Utilize your skillsets to provide design solutions to any unforeseen circumstances, utilizing a 1-3-1 approach.



**Project Management, Research & Documentation**

**Objective:** Be 100% responsible for each project’s timeline and deliverables, documenting and effectively communicating information to the Design, Acquisitions & Leadership Teams.

**Measurement:**

∙ Manage project schedules to ensure entitlement submittals and revisions are completed no later than **3 days before official deadlines** to allow for internal review.

∙ Develop and manage the project design entitlement schedule, communicating updates to the Permitting Associate & Senior Design Manager

∙ Conduct meetings with consultants to review and manage project deliverables ∙ Provide appropriate construction documentation for all stages of the permitting process to the Permitting Associate for submittal

∙ Maintain clear notes on all internal team, external consultants & municipality meetings and phone calls; update accordingly in Salesforce for full team visibility

∙ Effectively manage information and files within both Dropbox & Salesforce, ensuring both are reflective of most current information.

∙ Must be proficient in developing full Construction Document Sets (floor plans, elevations, sections, RCPs, schedules) within Revit.

**Collaboration & Communication**

**Objective:** Foster a collaborative and innovative work environment by improving team communication and operational practices.

**Measurement:**

∙ Collaborate proactively with internal teams and external consultants to ensure clarity, completeness, accuracy & code compliance from conceptual stages to construction administration

∙ Continuously improve current Revit standards to improve design documentation, efficiency & overall presentation

∙ Effectively communicate RFI’s/RFC’s to the construction team utilizing Salesforce ∙ Collaborate with the rest of the design team to build an Architectural Product Library and continuously improve Enfort’s design processes.

∙ Contribute to special projects and operational improvements as assigned by Leadership.



**Qualifications:**

∙ Minimum of 5 years proven design experience with a variety of job sizes and clientele. ∙ Four-year degree in Design and/or Architecture or similar area of study is preferred. ∙ Creative imagination and practical understanding of construction.

∙ Ability to work within deadlines.

∙ Proficient in the following software: Bluebeam, Revit, Word, Excel, PowerPoint. ∙ Experience creating custom Revit families preferred.

∙ Good communication skills, personable demeanor, and sense of humor. ∙ Highly organized with strong attention to detail and follow-through ∙ Effective communicator, writer, and listener

∙ Self-motivated & proactive

∙ Curious with a growth mindset

Salary & Benefits:

∙ Salary: $80K - $130K (DOE)

∙ Annual bonus based on personal contribution & company performance ∙ 3 weeks PTO + 8 Federal Holidays Off

∙ Mileage reimbursed at IRS rate and $50/mo phone allowance

∙ Health & dental benefits

∙ 401(k) with 4% company matching