



## Project Manager

EHDD, a national leader in architecture, interior design, urban planning and sustainability, is seeking a full-time Project Manager to expand our practice's relationships and work in the Bay Area and beyond. The ideal candidate must have experience with multiple project types and have a strong understanding of project management as it relates to client satisfaction, quality control and financial performance.

### The Role:

As the Project Manager, your day to day role will be to serve as the main client interface ensuring quality control and satisfaction. The ideal candidate will hold primary responsibility in managing the project success, so that it is delivered on time and budget. The ideal candidate will also be expected to meet all financial goals for a project.

### What you will do:

- Manage all phases of design throughout project scope, including set-up, design and construction administration
- Manage the project schedule, budget and set-up with clients, sub-contractors, vendors and consultants.
- Execute project team work-plans and manage a range of project team sizes, comprised of project architects, interior designers, junior designers and consultants.
- Manage and track financial standing of project throughout its entirety
- Prepare and negotiate client and consultant proposals, fees, schedules, and contracts
- Establish and document regular project related meetings including client, internal team and consultant meetings.

### Qualifications

- Professional degree from an accredited school of architecture
- 8+ years' experience in an architecture office, with 5+ years in a project management role
- Architect License in the State of California
- Proven excellence in managing proposals, contracts, budgets and schedules
- Excellent verbal and written communication skills
- Collaborative and professional work ethic
- Fluency with Revit, AutoCAD and other 3D modeling software [Rhino/3DS Max]
- Advanced knowledge of the design process, construction documentation, and special experience/knowledge of construction administration
- Strong knowledge of sustainable design principles and LEED accreditation are a plus

EHDD offers a great work place environment and interesting building types - including aquariums, museums, academic facilities, laboratories, libraries, student housing and commercial residential developments. We offer competitive benefits, including flex days and support for professional development.

EHDD is an Equal Opportunity Employer. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply.

Please submit a letter of interest, resume and samples of your work by e-mail to [HR@ehdd.com](mailto:HR@ehdd.com) and reference Project Manager on subject line.