



Project Manager

EHDD is an award-winning firm that provides architecture, interiors, planning and urban design services for educational, residential, institutional, commercial and civic clients. We are looking for a Project Manager with exceptional design and communication skills to join our firm. 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.

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 have demonstrated responsibility managing a project's success; ensuring that projects are delivered on time and on budget.

The primary responsibilities of this position include:

- 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

Please send your resume, portfolio, and letter of interest explaining why you want to work at EHDD, and how you'd make a great fit for this position to HR@ehdd.com.

EHDD offers an outstanding benefits package including healthcare, 401K match, and vacation. EHDD is proud to be an equal opportunity employer.