

1) Job Title: Project Manager

2) Firm Name: Puchlik Design Associates

3) Location: Pasadena, CA

4) Firm Profile: PDA has over six decades of experience designing high-caliber projects with a focus on healthcare, Assisted Living, Skilled Nursing Facilities, Acute Care Hospitals, and Clinics. PDA offers a “full service” architectural approach, from design conception to documentation. Our Firm not only specializes in the intricate codes required to develop safe quality healthcare facilities, we see ourselves as caregivers; enhancing resident lives through the environments we create.

Our vision – transforming design and shifting the paradigm

5) Salary Range: Negotiable

6) Job Description: This role serves as the primary contact for the client and, as such, requires excellent communication, organizational skills, leadership, and mature judgment. This role also serves as the primary contact for contractors and consultants for key issues, in particular those related to contracts and schedules. This role also interacts with all members of the firm and requires daily problem solving, time management, multi-tasking and a great attitude under pressure. Frequently works on multiple projects at a time.

7) Job Requirements:

- Licensed Architect in the State of California
- Bachelor’s degree in Architecture
- 10+ years of experience (preferably in healthcare)
- Excellent communication skills, both written and verbal
- Excellent professionalism and interpersonal skills
- Excellent organizational skills
- Ability to work independently. Must have sound judgement and understanding of when to seek support from Principals
- Ability to work on multiple project and prioritize tasks
- Ability to make decisions
- Ability to resolve conflicts diplomatically
- Ability to anticipate problems and initiate mitigation measures
- Working knowledge of REVIT software, AutoCAD, and BIM processes
- Experience working with the Office of Statewide Health Planning and Development (OSHPD)
- Thorough knowledge of architectural drafting
- Proficiency in Microsoft Office programs such as Word and Excel
- Proficiency in Microsoft Project
- Working knowledge of detailing, building materials, codes and construction

8) Benefits include but are not limited to:

- Company Paid HMO Medical
- Company Paid PPO Dental
- Paid Vacation and Sick Days
- 401K Retirement
- Profit Sharing

PLUS

- Free Employee Parking
- Within walking distance to the Gold Line Filmore Station
- Near shops and restaurants in Old Town Pasadena

9) To Apply, Send Resume to: Gail Brown, gbrown@puchlikdesign.com