

The award-winning team at GGLO, a collaborative design firm in Seattle and Los Angeles, seeks a dual **Project Manager / Architect for our Los Angeles office.**

We are an innovative firm designing buildings, landscapes, and places that weave together a vibrant mix of uses to embrace the communities in which we work. Our dynamic team of interdisciplinary professionals crafts solutions for our clients by asking the right questions, diving deep into understanding their needs and the context of our projects, and by pursuing new ways of thinking about the future. We are recognized in the design community for the quality and thoughtfulness of our work, and for being focused on outcomes that build healthy communities and cities.

About The Role

The primary function of the Project Manager / Architect at GGLO is to facilitate and coordinate architectural services with aligned disciplines, on assigned projects from project analysis through completion for multi-family and mixed-use projects. The Architect is responsible for production and coordination associated with project(s), including providing direction to the project team. This role is roughly 90% project architect duties and 10% project management duties.

What You Have (Requirements):

- 6 or more years of professional experience, with 1 year minimum relevant California work experience
- Architecture License
- Architecture Degree from an accredited University in the United States
- Working knowledge of large commercial projects that include multi-family housing and other building types
- Exceptional knowledge and proven ability to put together 5+ story wood frame buildings
- Demonstrated proficiency with Revit, AutoCAD, Adobe Creative Suite, SketchUp and Windows OS
- Demonstrated ability to develop work plans, fee proposals and project schedules in response to RFP's and other opportunities
- Ability to develop and execute contracts between GGLO and its outside consultants and clients for services
- Experienced facilitator and present at public meetings and forums, with clients and managing groups
- Ability to effectively manage team members to maintain positive interaction, while ensuring the highest quality, and meeting client expectations
- Expertise in writing reports, business correspondence, contracts, and business development proposals
- Demonstrated ability to define, monitor and maintain control of the scope of work and services for the project including project schedule and work plan
- Experience in managing jobs profitably
- Understanding of all aspects and phases of the architectural production process
- Demonstrated ability to produce quality work
- Proven knowledge of code regulations governing the industry
- Understanding of all aspects and phases of the architectural production process
- Comprehension of and ability to impact technical implications of design decisions
- Authorization to work in the United States

Successful GGLO Project Managers/Architects Have:

- LEED accreditation (BD+C or ND)
- Experience with Deltek Vision
- Experience in our core markets
- Ability to effectively manage team members
- Displayed technical expertise in components of materials and detailing
- Ability to mentor less experienced staff
- Proven history of excellent interpersonal, leadership, communication and presentation skills

Benefits:

We offer paid licensure and industry memberships, professional development, mentorship programs, flexible schedules, remote work, generous time off, ORCA commuter passes, bicycle parking, office bicycles for use, casual dress code, relaxed atmosphere, pet friendly atmosphere, indoor gym, pool, sauna, summer concert series in our outdoor space, and a collaborative, stable environment. Along with competitive salaries, we offer a generous benefit package including

fully paid Medical, Dental, Vision, Short and Long Term Disability, and Life Insurance, 401K with employer match program, annual Profit Sharing contributions, as well as an annual discretionary bonus opportunity for all employees.

How to Apply:

To apply, please send a resume, cover letter, salary requirements, and portfolio PDF attachments (5MB or less) to Brianna Mitchell, HR/Hiring Coordinator at bmitchell@gglo.com. Please use the subject line **'Project Manager/Architect'** in your email.

GGLO, LLC is an Equal Employment Opportunity/Affirmative Action Employer committed to hiring a diverse workforce and maintaining an inclusive culture.