

Innovation & Design in Architecture

Long Beach, CA

Architectural Project Manager

Position Overview: Architectural project managers are responsible for leading an entire architectural project, from budget to implementation. They visit construction sites to provide recommendations and perform site inspections.

Responsibilities:

- Manage one major project and several smaller projects
- Oversee several Job Captains, or Designers
- Mentor junior staff to develop technical excellence
- Work with Principal to develop project design and maintain design intent throughout the life of the project
- Work with project planner/designer, Consultants, and Owner to develop project requirements (scope, program, etc.)
- Oversee planning, design development and production of working drawings and construction documents on a given project.
- Prepare and/or supervise preparation of architectural plans and specifications, consult and direct manufacturers and engineers, evaluate and select materials, review architectural features of structures in the field, and oversee construction administration
- Oversee plan check requirements and verify compliance with building codes and regulations
- Work with principle and design team to organize and manage in-house and external project teams
- Responsible for scheduling projects and working with Finance/Operations (Kate) to hold team to deadlines.

Qualifications:

- Possesses excellent understanding of CAD and BIM building systems and design.
- Demonstrates effective communication skills (verbal and written).
- Possesses advanced business management skills.
- Is proficient in Revit, AutoCAD, Adobe Acrobat, Adobe Reader, Adobe Photoshop, Google SketchUp, COMcheck-EZ, and Microsoft Project.
- Works independently while in a team environment.
- Has a positive and professional attitude.
- Is able to multitask.

To apply, please email: kommie@idaexperience.com