

Job Title: Architect/ Project Manager

Firm Name: CannonDesign

Location: Los Angeles, CA

Firm Profile: CannonDesign is an integrated global design firm that unites a dynamic team of architects, engineers, industry experts and builders driven by a singular goal — to help solve our clients' and society's greatest challenges. We've done this for more than a century — helping organizations around the world achieve performance goals, drive innovation, strengthen their identities and profoundly impact the human experience. In 2017, Fast Company named CannonDesign one of the 10 most innovative architecture firms in the world.

Salary Range: \$85-125k

Job Description:

CannonDesign has an exciting opportunity for an Architect to perform in the role of Project Manager based in our Los Angeles, CA office. We are an integrated global design firm that unites a dynamic team of architects, engineers, strategists, futurists, researchers, and industry specialists driven by a singular goal - to help solve our clients' and society's greatest challenges.

The successful candidate will be responsible for leading and engaging with clients and teams in delivering services to creatively solve problems. This position will also provide business leadership focused on financial success, alignment in management of resources, and related staff growth and development. Primary responsibilities will include:

- Lead project teams, in conjunction with Project Principal and Design Principal, to develop project goals and work plans, and achieve objectives.
- Participate in marketing campaigns and interview teams, prepare proposals and develop fees. Work with clients and Project
- Assist with the development and negotiation of budgets, schedules, and contracts.
- Manage and coordinate workload of team and provide leadership of team activities. Communicate client objectives, provide constructive feedback and mentoring, and identify and share lessons learned with teams.
- Be a proactive resource to project teams in their decision making processes and in the development of technically sound and innovative planning and design solutions.
- Responsible for achieving project profitability within parameters specified by the firm and targeted for each project. Work with project accountants to monitor financial aspects of projects. Ensure proper forecasting, billing, timely collection, and related business practices.
- Assure that technical quality of projects is achieved and QA/QC process standards and requirements are implemented.
- Ensure appropriate client and internal communication including written project documentation. Play a lead role in key meetings and presentations.
- Develop and maintain positive client relations. Communicate design, construction, and other issues to clients in a clear and compelling way.

- As necessary, work proactively to obtain approvals for additions to scope of work and influence clients to approve and process payables for our services.
- May assist with the development and implementation of the firm's business, financial success, alignment and management of office resources, staff growth and development, champion technical quality initiatives, design practice integration (along with Design Leaders) and project process leadership.
- Provide leadership and mentoring to staff.

Qualified candidates must have a Bachelor in Architecture. Bachelor/Master of Architecture from an accredited program and Architectural Registration preferred. Minimum of 10 years of project experience on mid-to-large scale projects and education projects required. Proven leadership skills with the ability to build strong client and team relationships. Must have experience leading BIM project production teams, familiarity with Revit, and be proficient in Microsoft Office, MS Project, Deltek Vision as well as other data management software. To apply: upload resumes through our career portal located at careers.cannondesign.com.

As a condition of employment, all CannonDesigners are expected to complete mandatory training, including compliance training, within required timeframes and adhere to our internal policies and our Code of Conduct.

CannonDesign recognizes the value of diversity in our workforce. We are committed to equal opportunity. We consider all qualified employment applicants without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, partnership status, protected veteran status, disability, or any other status protected by federal, state, or local law. Individuals who hold legal work authorization applicable to employment at CannonDesign in the United States will be considered without regard to citizenship/alienage.

Job Requirements: Qualified candidates must have a Bachelor in Architecture. Bachelor/Master of Architecture from an accredited program and Architectural Registration preferred. Minimum of 10 years of project experience on mid-to-large scale projects and education projects required. Proven leadership skills with the ability to build strong client and team relationships. Must have experience leading BIM project production teams, familiarity with Revit, and be proficient in Microsoft Office, MS Project, Deltek Vision as well as other data management software. To apply: upload resumes through our career portal located at careers.cannondesign.com.

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