

**1) Job Title:** Architectural Project Manager

**2) Firm Name:** c|a ARCHITECTS

**3) Location:** 3633 Long Beach Blvd.  
Suite 200  
Long Beach, CA 90807

**4) Firm Profile:** c|a ARCHITECTS is a technically innovative Architecture, Planning and Interior Design Corporation dedicated to the design of healthcare facilities and institutional projects. Detailed, technical, creative . . . c|a ARCHITECTS is committed to thoughtful design that creates healing environments.

**5) Salary Range:** TBD

**6) Job Description:**

- Manage the execution of professional service agreements, contracts and amendments on multiple projects, including:
  - Preparation of agreements, contracts and amendments
  - Establish and ensures adherence to project budget and contracted fee.
  - Prepare, manage and oversee project schedule to ensure that design decisions and documentation are complete at critical milestones and to meet contractual obligations
  - Responsible for management of internal resources and scheduling of workload
  - Manages project financial performance and profitability
  - Manage billing review for clients and consultants
  - Assists the accounting department in collections for assigned projects as needed
- Work with the Design Team to execute the vision and spirit of the design for assigned projects and ensure that constructability methods and technologies are explored and implemented
- Manage the project manual as it relates to contractual obligations (i.e. bid instructions, bid forms, schedules of values)
- Manage and review pay applications with contractors
- Responsible for assuring established quality control and quality assurance standards and protocols are implemented on all projects.
- Identify ways to innovate and improve the accuracy and efficiency of our processes
- Participate in marketing and project presentation in the process of project discovery and acquisition.
  - Excellent verbal and written skills
  - Establish and secure productive working relationship with clients and client representatives
- Work with the Principal in Charge for project reviews
- Work with the Managing Principal for project financial reviews

## **7) Job Requirements**

5 years minimum of Project Management experience

7 years minimum experience in the field of architecture and/or construction

Healthcare experience preferred

Project Management certification preferred

Good planning and mentoring skills, ability to communicate and work with others effectively

Organized, strong problem-solving abilities, and attention to detail

**8) Contact Information:** Brent Oswald – [boswald@c-aARCHITECTS.com](mailto:boswald@c-aARCHITECTS.com)