

Senior Architect Project Manager

Sargenti Architects/ RSM Maintenance & Construction – Los Angeles, CA

Job Description:

Sargenti Architects is a fast growing national and international retail architectural firm with over 120 employees and offices in Paramus NJ (headquarters), Los Angeles CA, Philadelphia PA, and Dallas TX. We are currently seeking a motivated individual for an Assistant Retail Manager position in our Los Angeles, CA office. This individual must be willing to travel, lead a team, have good communication and organizational skills, and have 3 plus years of retail, or restaurant architectural experience. Knowledge in building codes, site surveying, and punch list visits is preferred.

The **Senior Project Manager** is responsible for all phases of design and construction of projects from beginning to completion, while performing a supervisory role in assigning and reviewing the work of other team members.

Job Type: Full-time

Essential Duties and Responsibilities:

- Review and develop construction plans requested by the client
- Oversee the work done by drafts person, Assistant PM and PM
- Preview and complete drawings and diagrams created according to project specifications
- Analyze and estimate project cost for labor, equipment and material
- Monitor progress of all construction phases in compliance with building plans and deadlines
- Manage correspondence with clients, vendors, consultants and other personnel involved in projects
- Review state and local code compliance
- Prepare reports and presentations for client meetings
- Build and maintain client relations
- Responsible for project schedule and budget
- Work on multiple projects with diligence and commitment
- Execute site surveys on a need basis

Qualifications

- Bachelor's degree or higher in Architecture or Construction related field required; Architectural registration preferred
- Minimum 5 to 7 years of experience as an Architecture Project Manager in retail or commercial Architecture firm
- Ability to interpret construction data, engineering calculations and drawings
- Proficiency in AutoCAD with strong 3D design skills required, and basic knowledge of Revit, Sketch up, Photoshop or Illustrator preferred
- Strong skills in Microsoft Office: Excel, Word, Outlook and Power Point
- Extensive experience preparing construction documents and field observation required
- Must possess strong time management skills and have the ability to handle the pressure of tight deadlines
- Strong knowledge of building codes, zoning, accessibility, and generally knowledgeable in jurisdictional processes

Location:

Los Angeles- Sargenti

448 S. Hill Street

Suite 808

Los Angeles CA 90013

Work Environment

Sargenti Architects provides a friendly and open work environment. Our offices are set up in a studio style format which allows for better dialogue and personal communication among all employees.

We offer medical, dental, vision benefits. We offer 401k savings plans, paid vacation and personal time off.

Sargenti welcomes and encourages diversity in the workplace. We are proud to be an equal opportunity employer.

Company

Architecture Firm · 51-200 employees · Founded 1996 · Privately Held

Sargenti Architects has been providing architectural and engineering services for Retail Clients throughout the U.S. and Internationally for over 19 years and is licensed in 49 states and Puerto Rico. Through quality service and an understanding of the needs of our customers, we have grown into a recognized organization in the retail community. With a staff of over 100 we are committed to providing personal attention and experience to all our customers while keeping the client's overall goals of cost and timing at the forefront.

Recently ranked into the top 10 Retail Architects in the country by VMSS & in the 100 top design firms by Interior Design Magazine. Sargenti Architects has continued to expand and diversify our services, since opening in 1997. As well as our international presence with projects in Europe, Asia and the Caribbean. Opening boutique office divisions in Philadelphia and Los Angeles, we are positioned properly to accommodate the needs of our clients.

Contact Information:

Indeed Career page: https://www.indeedjobs.com/sargenti-architects/hl/en_US?cpref=JXWAtnzf3XW5aRnY2g_zohRSoEeMyZTogjrKE2BK8QQ

Carmen Williamson

HR Generalist

RSM Maintenance / Sargenti Architects

cwilliamson@sargarch.com