

The award-winning team at GGLO, a collaborative design firm in Seattle and Los Angeles, seeks a **Senior Project Manager for our Marina Del Rey location.**

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.

#### **What You Have (Requirements)**

- 9 or more years of professional experience including 4+ years of direct project management, with 3 years minimum relevant US work experience
- Architecture License
- Demonstrated proficiency with Deltek Vision
- Demonstrated proficiency with Revit, Adobe Creative Suite, SketchUp and Windows OS
- Degree from an accredited University in the United States
- Expertise providing leadership to ensure successful fee, schedule and budget management
- Expertise in developing 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
- Understanding of and ability to respond to the technical implications of design decisions
- Authorization to work in the United States

#### **Successful GGLO Project Managers Have:**

- LEED accreditation (BD+C or ND)
- Experience in our core markets
- Participate in marketing opportunities and facilitate multi-disciplined collaboration within the firm
- Ability to effectively manage team members
- Ability to mentor less experienced staff
- Proven history of excellent interpersonal, leadership, communication and presentation skills
- Experience building, maintaining and expanding client relationships

#### **Benefits:**

We offer paid licensure and industry memberships, professional development, mentorship programs, flexible schedules, remote work, generous time off, transit subsidies, bicycle parking, casual dress code, relaxed atmosphere, pet friendly atmosphere, 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.

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