

## **Job description**

### **Project Manager**

The Project Manager has overall project responsibility for client management and development, client satisfaction, quality control, financial performance of projects, and a successful track record of managing all phases of a project.

#### **Responsibilities:**

- Manage all phases of assigned projects, including project set-up, design and construction administration
- Prepare project proposals, negotiate contracts and fees, coordinate bidding process
- Create and communicate clear and attainable project objectives and project requirements for the team
- Manage scheduling, budgets, staffing, project set-up with clients, sub-consultants, vendors and contractors
- Manage and develop project teams
- Actively mentor junior staff
- Track financial performance of projects
- Develop and maintain client relationships
- Ensure projects conform to contract
- Lead the project team and client to produce design phase packages, construction documents, and accessory support documents

#### **Qualifications:**

- Experience leading New Construction & Tenant Improvement projects; experience with Public Sector, Educational, DSA, Judicial, and/or Commercial Interiors a plus
- 8-12 years of related experience, including a minimum of 4 years of project management
- Professional degree (Master or Bachelor) in Architecture from an accredited program
- Must have the ability to maintain existing client relationships and build new ones
- Strong leadership, organization, communication and relationship management skills
- Experience leading and managing multiple project teams
- Knowledge of building codes, standards and building structures
- Experience negotiating project scope and fees
- Proven fiscal accountability and responsibility on past projects
- Proficiency with PM software : MS Excel, Word, Project
- Working knowledge of AutoCAD and Revit

**Job Location:**

Los Angeles, California

**Firm: TSK Architects:**

TSK is one of the region's leading firms, providing innovative solutions to the challenges of public architecture. The firm has offices in Henderson, Nevada; Reno, Nevada; Los Angeles, California; and Shanghai, China.

Collaboration creates great architecture. When it comes to the design of an architectural project, the concerns and ideas of all contributors are considered. The people who live and work in the places we design and build will have a more intimate relationship with the buildings than we will. We measure ourselves through the ability to design projects that inspire clients and that realize their values, needs, resources and expectations.

We aspire to design projects that span decades. For our work to outlive us, we consider not only the cost of what it takes to raise a building, but also the costs it takes to maintain it. We also design to minimize the consumption of non-renewable resources, contribute positively to the environment and design architecture that connects the inhabitant to the world around them. We look to help reveal the beauty of the surrounding landscape, capture seasonal changes and engage the climate to create architecture that is simple and yet greater than the sum of its parts.

**Contact:**

Please send resume and portfolio if appropriate to: [losangeles@tska.com](mailto:losangeles@tska.com)