



**Title: Licensed Senior Project Manager**

**Location: Downtown Los Angeles**

## **POSITION SUMMARY**

Experienced Senior Architectural Project Manager responsible for the delivery of professional services of assigned projects in conformance with office standards, project and schedule requirements, financial expectations and client satisfaction.

## **ORGANIZATION**

Reports to: Director of Project Development

Coordinates with: Design Director and Design Principals, Chief Executive Officer, Chief Financial Officer, and Accounting

## **RESPONSIBILITIES**

Multiple Assigned Projects In Various Stages Of Development

- For each assigned project:
  - o Preparation and direct negotiation of client and consultant contracts in accordance with office standards
  - o Preparing and maintaining assigned project budgets and schedules
  - o Maintaining clear communication with client, design team and consultants relating to project scope, schedule and deliverables
  - o Meeting contract requirements for deliverables and schedule milestones
  - o Quality Control review of deliverables
  - o Attend project meetings, and prepare and issue meeting minutes and project correspondence
  - o Achieving financial performance goals
  - o Project invoicing and collections
  - o Prepare and maintain project documents and reports required by Chief Financial Officer and Accounting
  - o Regular reporting to senior management regarding project status and performance
  - o Oversee project teams to assure proper maintenance of project files and project close out procedures are followed
  - o Other related duties as required



Coordination With Business Development And Marketing Activities Including:

- o Reporting any new business opportunities that arise through daily activities
- o Prepare selected proposals in support of marketing and business development activities
- o Attending selected marketing and business development events and presentations

## **QUALIFICATIONS**

- Bachelor's or Master's degree in Architecture
- **Architectural License Required**
- Minimum 10 to 15 years' experience as a senior architectural project manager with responsibilities as indicated
- Experience in US and International large scale, mixed-use Type I projects, with a focus in retail, entertainment, hospitality, office, residential and master planning
- Experience in different project delivery systems such as design/bid/construct; design/build; fast track and design architect/executive architect projects
- Experience in writing contracts for the above project types and delivery systems, including contracts for engineering and technical consultants.
- Experience in working on design side of design/executive architect collaborations
- Experience in managing full service projects, and working in a collaborative environment with design teams and management
- Experience in managing Revit based projects
- Experience working with marketing and leasing consultants, and specialty consultants such as lighting, graphics, landscape, water feature, entertainment, arts, etc.
- Effective organizational skills and communication skills, both oral and written
- Proficient with Word, Excel, and MS Project

## **WORK ENVIRONMENT**

- Open office work stations
- Domestic and/or international travel may be required
- Some after-hours availability may be required

**Please send resume and portfolio to our search firm:**  
**Cynthia Chapman, NDH Search Worldwide,**  
[cynthia.chapman@ndhsearch.com](mailto:cynthia.chapman@ndhsearch.com).