



Aero Collective is a fast growing design firm specializing in architecture related to Multifamily housing. Our designs positively impact the community and the natural environment while promoting curiosity, imagination, and design. Our passion for creating places that promote human fulfillment and well-being starts with our own working environment—a positive professional community where people thrive. Please visit our website www.aerocollective.com to learn more.

We are currently seeking **PROJECT MANAGERS/PROJECT ARCHITECTS** to join our team in our **INGLEWOOD, CA** office.

SUMMARY: This Project Manager/Project Architect is comfortable managing all phases of small to large scale mixed use projects. Working hand-in-hand with our Principals, they will direct, control and monitor all project activities. This is a small firm and this role will provide you the opportunity to gain experience in every stage of a project. This Architect may be responsible for a major project or several small projects.

EXPERIENCE, EDUCATION AND BACKGROUND:

- Graduate of a NAAB accredited 4 or 5 year architecture school
- 5+ years of experience in the production of Multi-Family Residential projects
- 5+ years of experience working in an architectural firm with a focus on quality design on Archicad based projects. Portfolio review a must.
- Coach, mentor, and provide performance-enhancing feedback of assigned team members.
- Be the primary source for monitoring employee performance on a daily basis and take appropriate action to report both positive and negative performance.
- Supervise and manage up to 3 team members for all phases of projects.
- Maintain primary contact with clients and have excellent follow-through with client to help get repeat work.
- Demonstrate capabilities of Construction Administrator.
- Review documents for code compliance in all phases and issue code interpretations.
- Coordinate with government agencies, utility companies, and resolve plan check and approval issues with the agencies.
- Excellent problem solver and independent thinker with good listening skills and strong follow-through
- Ability to professionally communicate both verbally and in writing to give assignments to team

members, consultants, and vendors.

- Ability to take initiative in response to direction with a flexible, open outlook
- Ensure that project conforms to contractual agreement with client, meeting all set budgets, goals, and work assignments for their project team that clearly defines project expectations.
- Establish productive working relationships, and deal effectively and cooperatively with clients, team members, consultants, and government agencies.
- Display willingness to make decisions, exhibit sound and accurate judgement, support and explain reasoning for decisions, include appropriate people in decision-making processes and make timely decisions.

Aero Collective offers a competitive compensation package based on experience and qualifications. Excellent benefits include medical, dental, and vision coverage.

How to Apply: Critical thinkers, problem solvers and innovators please send your cover letter, resume and link to an online portfolio to todd@charrettevg.com who is assisting us with this search. Due to the large volume of inquiries, we are unable to accept phone calls regarding the status of applications. Applicants selected for an interview will be contacted directly.

To be considered for this position, you must be a U.S. Citizen/Permanent Resident or be authorized to work in the United States. Eligible applicants must have a Bachelor's and/or Master's degree in Architecture or Interior Architecture/Design. Position is available immediately.

We do not accept resumes from recruiters, placement agencies, or other staffing vendors who have not signed an agreement with us. Unsolicited resumes will be ineligible for referral fees.

Aero Collective is an Equal Opportunity Employer