



Job Title: Project Manager

Firm Name: Ziese Architecture, Inc.

Location: Los Angeles, CA (near Downtown)

Firm Profile: Established in 2011, Ziese Architecture, Inc. is a small, dynamic full-service architecture firm with a diverse portfolio including commercial, industrial, and residential projects. We pride ourselves in exceeding client expectations and successfully navigating difficult projects through the approval process.

Salary: Competitive pay commensurate with experience and skill level. Benefits include medical, dental, and life insurance, PTO, paid sick leave, and financial assistance for licensing exams.

Job Description: Position responsibilities include the production of construction documents and design packages under direct supervision of the Principal Architect. The project manager plays a critical role in the firm producing and coordinating drawings with design team consultants and contractors, assist with Planning and Building Department approvals, and mentor junior-level staff. The position will require the candidate to be very detailed-oriented, have a strong working knowledge of architectural materials and technology, and to be able to work on multiple projects at a time. This will be a challenging position with plenty of room for career development.

Job Requirements:

- BArch or MArch from a NAAB-accredited university, licensed or working toward for licensure preferred.
- 3-6 years of professional work experience after graduation.
- Working knowledge of Building, Planning, and Zoning Codes, ADA.
- Thorough knowledge of architectural construction drawings.
- Strong professionalism, interpersonal, and organizational skills.
- High level of attention to detail.
- Strong verbal and writing skills to communicate with clients, consultants, and public agencies.
- Self-motivated, team-oriented, and adaptable to a fast-paced environment.
- Must be an excellent problem solver and demonstrate accuracy and thoroughness in their work.
- Should be highly organized and able to coordinate project information & documents.
- Proficiency in Revit, AutoCAD, Sketchup, Photoshop, and Microsoft Office. Modeling software including Rhino, Grasshopper, and V-ray a plus.

Contact Information:

Please forward resume, work samples, and preferred employment terms in PDF format to info@ziesearchitecture.com.

Ziese Architecture, Inc. is an equal opportunity employer.