

# Project Manager

10-15 years' experience

With offices in the Bay Area and New York, McGriff Architects specializes in custom residential spaces that nourish and inspire. As a part of our team of talented professionals, candidates will have the opportunity to be involved in every phase of the design and construction process.

We trust and empower our team with the agency to make decisions that impact the work and the culture of the firm, while making sure that each team member is supported and assisted by our amazing and diverse staff of architects. The nature of the office is casual with a sense of humor, yet our work is rigorous in quality and detail.

We are currently seeking an experienced Designer to join our team.

## Who You Are

- A self-starter who is collaborative, organized and self-directing within a larger team.
- A talented individual who is looking to take responsibility and grow within their projects and the organization.
- A mentor who can manage client expectations while providing a high level of service and attention.
- A team player who can enthusiastically jump in when needed.
- Based in the **Bay Area, Los Angeles or New York**. Familiarity with the unique design and construction environment of the Bay Area is a plus.

## Skills and Responsibilities

- Able to lead construction detailing in collaboration with senior staff or technical consultants.
- Ability to manage budgets and schedules on several projects concurrently, while prioritizing efforts. The ability to work across multiple projects simultaneously is crucial.
- Experience with sustainable building and design practices, including the implementation of LEED and/or GreenPoint Rating procedures.
- Proficiency in AutoCAD.
- An exceptional design sensibility and a strong portfolio.

## Experience

- 10–15 years of experience with an architectural firm, including custom residential projects.
- At least 3 years of project management experience in custom residential architecture.
- Skilled in planning and creating reliable, well-coordinated AutoCAD drawings in all phases of design and documentation.

- Experienced with typical construction phase services including coordinating with contractors and consultants.
- Accredited degree in Architecture (B.Arch or M.Arch).
- CA license, or in active pursuit of professional licensure. CA license, or in active pursuit of professional licensure.

### **Benefits**

We offer a competitive salary (commensurate with experience), paid time off and paid holidays. Our San Francisco office has a hybrid schedule, currently with three days working together in-office, and two days at home. We cover 100% of health, dental and vision benefits. We also provide a 401(k) plan with employer contribution, continuing education benefits, the option to work remotely for up to 2 weeks per year, and excellent potential for professional advancement and growth. Incentives are also offered for completion of professional licensure.

### **How to Apply**

Qualified individuals are invited to submit a cover letter, resume, and samples of work (10 MB maximum) in PDF format or a link to your website.

Please send all items to: [careers@mcgriffarchitects.com](mailto:careers@mcgriffarchitects.com) with the subject line "Designer LA - Your Name." No telephone calls or recruiters, please.

McGriff Architects thanks all candidates for their interest; however, only those selected for an interview will be contacted.