

JOB ADVERTISEMENT

Project Manager

Reports to: Principal / Managing Director

Status: Full Time

Location: Los Angeles, CA or Ventura, CA

COMPANY SNAPSHOT

Onyx Creative, Inc. – where innovation meets inspiration in the realms of architecture, engineering, interior design, and brand experiences. As a nationally recognized firm, we redefine spaces, crafting not just structures but immersive environments that leave a lasting impact. We are not just about constructing physical spaces; we are about building experiences that transcend the ordinary. Our commitment to excellence and creativity elevates every project into a unique and captivating journey. We believe in the power of design to shape human experiences and create environments that leave a lasting impression.

Specializing in a diverse range of projects, including retail stores, shopping centers, salons/spas, restaurants, industrial/warehouse spaces, corporate and medical offices, religious facilities, and residential developments. Each project is a canvas for us to create a distinctive and engaging identity, reflecting the unique vision of our clients.

Some of the things you can expect working at Onyx Creative

- Thriving team environment that exudes energy, creativity, and a passion for innovation.
- A dynamic work culture that fosters collaboration and celebrates individual contributions.
- Unparalleled professional career growth opportunities.
- A company with a rich history of proven success – a success that continues to drive our team forward.
- Contribute to a winning culture where your efforts directly impact our collective achievements.

POSITION SUMMARY

Project Managers are key team members and have full responsibility for managing all aspects of multiple small to midsize retail projects. Coordinate all project efforts administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. Serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Estimates fees, determines scope of work, and prepares proposals and contracts. Successful candidates will have strong multi-tasking skills and the ability to oversee two to three projects and teams.

ESSENTIAL FUNCTIONS – Key Responsibilities

Communication and Collaboration

- Listen and communicate effectively and professionally.
- Asks questions about assignments when unclear.
- Has working knowledge and understanding for use of firm equipment and software.
- Ability to apprise supervisor and client for status of work.
- 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 judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.
- Resolve issues related to team members and consultants.
- Collaborate with appropriate staff to meet goals and objectives of project.
- Ensure that coaching, mentoring, and performance-enhancing feedback of assigned team members are provided.
- Direct overall verbal and graphic communication of complex project concepts to clients, public agencies, and project team members, and be primary point of contact for all client issues.
- Resolve "lost opportunity" issues, including staffing reduction, review of contractual obligations, and scope of service.

Supervision and Delegation

- Ability to supervise 3 – 6 employees.
- Ability to delegate assignments to support staff and always be respectful.

- Be primary source for monitoring employee performance daily and take appropriate action to report both positive and negative performance.
- Supervise and manage multiple clients for all phases of projects.
- Ability to professionally communicate, both verbally and in writing, to give assignments to office support staff, consultants, and vendors.
- Ability to correspond effectively with agencies, consultants, and clients, and write meeting minutes.
- Write RFPs for consultants.
- Ability to write and edit specifications.
- Understands all aspects of Project Management, participates in the evaluation of the people assigned and accurately and fairly document their performance.
- Ensure that the documents meet the client standards and all firm protocols.
- Ability to correspond effectively with agencies, consultants, and clients.
- Primary proponent for project pursuit.
- Participate in project marketing interview.

Management

- Demonstrate motivation in seeking new responsibilities and challenges.
- Set goals, prioritize, and plan work activities for self-management and use time efficiently.
- Meet with personnel to discuss evaluations.
- Review and assist staff in setting budgets, goals, and preparing work plans that clearly define their expectations, and take appropriate action when they are met and when they are not met.
- Review and resolve any issues related to staff and consultants.
- Accountable for monitoring project budgets and schedules and reducing staff when the need arises.
- Monitor staffing models to projected workloads to meet expected project timelines and profitability projections.
- Ability to analyze profitability, revenue, margins, bill rates, and utilization across projects.
- Resolve collection of aged accounts and any financial issues with clients.
- Responsible for ensuring that all firm procedures, standards, and protocols are followed.

Design

- Ensure that project managers support design and follow design intent on all projects.
- Ensure that project design supports the firm's design goals.
- Responsible in collaboration with design team for quality of project design and documents, through all phases of projects.
- Ensure that the projects have the appropriate design staff in collaboration with the design team.

Technical

- Review documents to ensure quality, coordination, and compliance with the requirements of deliverables and client standards in all phases.
- Guide and direct project team and consultants for appropriate materials and systems.
- Review cost estimates and conducts value analysis.
- Resolve plan check and approval issues with the agencies and client.
- Provide training and mentoring for all technical aspects of our work.
- Ensure that materials and systems meet firm and client standards and are within budget.
- Oversee and resolve issues during construction phase of all work under their supervision.

QUALIFICATIONS and SKILLS

- Bachelor's degree in architecture with five plus years of experience.
- Experienced with project management, agency coordination and communication, code review and analysis, quality control and construction administration.
- Proficiency REVIT and AutoCAD, Bluebeam, Microsoft Office, Adobe Creative Suite, Sketch-Up, and other tools.
- Possess design creativity and solid technical knowledge.
- Ability to work independently on construction documents.

PREFERRED QUALIFICATIONS

- Master's degree in architecture with five plus years of commercial project experience.
- Pursuit of professional licensure.

BENEFITS

This role offers competitive compensation and is eligible for participation in Onyx Creative comprehensive benefits programs, including:

- Company-paid employee insurance - medical, dental, vision, life insurance and disability
- Retirement Plans – available options
- Paid Time Off and Paid Holidays
- Professional development benefits (Education Assistance)
- Paid industry and professional dues
- Company-provided laptops
- Variety of company-sponsored social events
- Volunteer community service opportunities.
- Rewards and Recognition
- Flexible workday

Onyx Creative, Inc. strives to provide competitive market-informed compensation based on a candidate's knowledge, skills, and experience. The estimated salary range for a new hire into this position is \$90,000.00 to \$110,000.00 USD per year. The actual pay offered may vary based upon, but not limited to education, skills, experience, proficiency, performance, and location. In addition to base salary, this role may be eligible for a discretionary bonus.

Join us and become part of a team that thrives on pushing boundaries, embracing creativity, and transforming visions into reality. We are not just architects and designers; we are storytellers shaping the narrative of spaces that inspire and captivate.

CONTACT

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<https://www.onyxcreative.com/careers>