

SOBIN-HARTE

ARCHITECTS

Sobin-Harte Architects, Inc. is hiring a Project Manager to join our team in Los Angeles.

Sobin-Harte Architects is an award-winning architectural practice with a diverse portfolio ranging from Healthcare to Mixed-Use developments across Southern California. With over 35 years of service, Sobin-Harte Architects takes pride in making a positive impact on the communities we serve through thoughtful, impactful design, and community-oriented practice.

Position Summary

We are currently seeking a passionate and detail-oriented Project Manager to join us at our Los Angeles office. This position is ideal for candidates with solid architectural project experience who are looking to take ownership of project coordination, team communication, and delivery in a collaborative and creative environment. Minimum 8 years of experience.

Healthcare (HCAI/OSHPD) project experience is strongly preferred. Additional experience in Multi-Family Residential, Commercial, and Rehabilitation projects is highly desirable. The ideal candidate is professional, self-motivated, and passionate about innovative design, with strong communication, organizational, and collaboration

Key Responsibilities

- Collaborate with consultants, clients, and project teams to develop project goals, schedules, and deliverables
- Manage and coordinate the production of architectural drawings and construction documents using Revit and AutoCAD
- Support project planning, staffing, and timeline management to ensure timely completion of deliverables
- Assist in the preparation and coordination of project documentation, including drawings, specifications, and schedules
- Facilitate communication between internal teams, consultants, clients, and contractors throughout all project phases
- Support the coordination and delivery of Healthcare (HCAI/OSHPD) projects and other specialized project types
- Utilize Adobe Creative Suite for the development of graphic presentations and supporting project materials
- Coordinate with engineers, contractors, and consultants to maintain project progress and quality
- Ensure compliance with building codes, local regulations, sustainability practices, and applicable healthcare requirements
- Conduct site visits to evaluate existing conditions and monitor project progress
- Track project milestones, action items, and coordination tasks to support successful project delivery

Phone:
(310)231-0027

Location:
1635 Pontius Ave, 1st Fl, Los Angeles, 90025 CA

Email:
SHA@sobinharte.com

Required Skills & Qualifications

- Proficiency in Revit, AutoCAD, SketchUp, Bluebeam, and Adobe Creative Suite
- Strong understanding of architectural design, documentation, and project coordination principles
- Healthcare (HCAI/OSHPD) project experience is strongly preferred
- Familiarity with California healthcare planning, permitting, and regulatory coordination is highly desirable
- Excellent organizational and project management skills, with the ability to handle multiple projects simultaneously
- Creative and analytical problem-solving skills with a keen eye for detail and design aesthetics
- Strong verbal and written communication skills for effective collaboration with clients and team members
- Ability to work independently and as part of a team in a fast-paced, deadline-driven environment
- Experience coordinating consultants, schedules, and project deliverables is highly desirable
- Architectural licensure or progress toward licensure is a plus

Why Join Us?

We offer an engaging, growth-oriented workplace where creativity and professionalism are deeply valued. As a member of our team, you'll contribute to meaningful, impactful projects and be part of a longstanding and respected firm.

We look forward to seeing your work and hearing how you can contribute to our team!

Job Type: Full-time

Benefits:

- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan

Compensation Package:

- \$90,000 – \$120,000 per year, depending on experience and qualifications
- Bonus opportunities
- Yearly bonus

Schedule:

- Monday to Friday

Ability to Commute:

- Los Angeles, CA 90025 (Required)
- Travel to Jobsites in LA area
- Work Location: In person