

PROJECT MANAGER – 6+ YEARS

ROLE: Studio E Architects is seeking a Project Manager to join our collaborative, team environment studio in San Diego. The ideal candidate should have 6+ years of experience. This full-time position will work directly with the Principal-In-Charge in the design development and coordination of multiple architectural projects, primarily multi-family housing. As an employee at Studio E Architects, you will touch all phases of projects, walk the job sites, lead meetings, have a broad range of responsibilities, and can grow through mentorship in a close-knit, collaborative atmosphere.

About us:

Studio E Architects is an innovative and award-winning San Diego-based firm committed to client service, design excellence, environmental responsibility, employee growth and work/life balance. Studio E Architects was founded in 1987 and is presently a diverse twenty-nine-person office. The firm has built a varied body of work including affordable housing, mixed-use infill development, charter schools, university, civic, historic reuse, and urban planning projects. The work of the firm is consistently praised for its understanding of place and its inventive optimism.

Our Mission: At Studio E Architects, we design places that cultivate community, enhance well-being, and make the best use of resources. We listen carefully, uncover opportunity, and expand possibility.

Diversity Statement: Diversity is a core value at Studio E Architects. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our work by exposing us to a broad range of backgrounds, skills, and views.

Project Manager responsibilities include:

- Lead a project team and coordinate the work of consultants
- Lead and organize client and team meetings
- Establish project schedules, deliverable and milestones
- Develop and coordinate construction documents, including project detailing and basis of design
- Coordinate and assign tasks, goals and deliverables within the team
- Lead quality assurance reviews
- Collaborate design and design presentations
- Coordinate construction administration effort
- Production of the Revit model within the office and with project consultants
- Complete permitting and plan check process with various jurisdictions

Applicants MUST have the following qualifications:

- Professional Degree in Architecture from an accredited architecture program
- Minimum of 6 years' experience in an architectural office
- Experience in the design, documentation and construction of multi-family buildings

- Demonstrated advanced knowledge and experience in Revit
- Experience with technical aspects of architecture and assembling construction documents
- Knowledge of state and local building and zoning codes including accessibility
- Demonstrated ability to prioritize and manage multiple tasks against deadlines
- Ability to self-start and stay on task with excellent organizational and time management skills
- Sensitivity to design and aesthetics
- Excellent written and verbal communication skills

Offer Package: Competitive wage and benefits including:

- Wage: \$85k - \$130k
- 401K Plan offered with a safe-harbor employer contribution
- Optional hybrid workplace & remote stipend
- Flexible hours
- Discretionary Annual bonus
- Accrued paid vacation including half-day paid birthday
- Paid sick leave, holiday, bereavement
- Employer paid health insurance plan or equal stipend
- Employer paid dental and vision insurance offered
- Flexible Spending Account (FSA) offered
- Employer paid short-term disability insurance, long-term disability insurance, life insurance
- Employer Assistance Program (EAP) available
- Professional development support and 50% reimbursement of professional membership available
- Paid Hourly
- Costco Business membership reimbursement
- Passed Architecture License Exam reimbursement (if applicable)

How to Apply: Email cover letter, resume and work sample in PDF format (10Mb max) or link to digital portfolio. No phone calls, please.

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