

Job Title: Senior Project Manager for Religious Projects – Licensed in California

Firm: KLUGER ARCHITECTS

Location: Los Angeles – Melrose Hill

Kluger Architects is seeking an experienced California-licensed Architect for our Institutional Religious Projects. This Senior-level role requires many skills including client and employee mentorship skills, management, and leadership skills.

Requirements:

- Architectural Degree
- Licensed in California for a minimum of 5 years
- Experience in religious structures and their processes for a minimum of 5 years, particularly in Catholic projects, involving private schools, halls, sanctuaries, chapels, master plans, and athletic centers.
- Excellent communication, leadership, mentorship and management skills

Responsibilities:

- Oversee staff and provide leadership
- Be responsible for active/current projects as they are assigned to you.
- Mentor and provide ongoing training of employees, employee review participation, and evaluation.
- Provide guidance in codes, project management, and construction administration.
- Be an active participant in maintaining and developing Quality Control measures.
- Provide Client Management and “Superior Client Satisfaction” above normal industry standards.
- Represent yourself in a professional manner and maintain professional standards and demeanor.
- Assist in leading and directing overall staff members and scheduling.
- Assist in developing office procedures and policies that may improve the overall employee and business environment.
- Assist in business development and provide vision, strategic direction, and marketing. Establish strategic goals, and targets and pursue new business.
- Provide vision, strategic direction, and thought leadership to advance our marketing efforts and in both business and staff development.
- Represent Kluger Architects at Community and Industry events.
- Consult and coordinate with consultants and clients
- Travel when necessary for professional conferences and events.
- Assist in writing proposals, RFQs, RFPs, and Presentations.
- Market new and existing clients to attain future projects.
- Maintaining your California Architects license as “Active” and in “Good Standing” with the CA Licensing Board is required.
- Assist in providing overall development strategy for company growth.

Qualifications:

- Bachelor's degree
- 5+ years of experience in project management or relevant fields
- Demonstrated ability to deliver a completed project
- Strong communication skills
- Experience working with a team

Contact Information:

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Send resume to Ckluger@klugerarchitects.com