

## **PROJECT MANAGER – 10+ YEARS**

Studio E Architects is seeking a Project Manager to join our collaborative, team environment studio in San Diego. The ideal candidate should have 10+ 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-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.

Project Manager responsibilities include:

- Development and coordination of construction documents, including project detailing and basis of design
- Lead a project team and coordinate the work of consultants
- Lead and organize client and team meetings
- Establish project schedules, deliverable and milestones
- Coordinate and assign tasks, goals and deliverables within the team
- Lead coordination and quality assurance reviews
- Assist in design and design presentations
- Coordination of construction administration effort
- Oversight of the Revit model within the office and with project consultants
- Oversight of the 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 10 years' experience in an architectural office
- Experience in the design, documentation and construction of complex 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:

- 401K Plan with employer contribution
- Optional Hybrid Workplace, Remote stipend
- Flexible Hours
- Annual Bonus
- Accrued Vacation Time off, Paid Birthday - ½ Day
- Paid Sick Leave, Holiday, Bereavement
- Employer Paid medical, dental insurance offered. Or equal stipend
- Short-term disability insurance, long-term disability insurance, life insurance
- Professional development support and 50% reimbursement of professional membership
- Paid Hourly, Approved Overtime Pay available
- Costco Business membership reimbursement

To protect the health and safety of our employees, Studio E Architects is a fully vaccinated office. All employees accessing our office must have COVID-19 vaccination status. Studio E Architects is an Equal Opportunity Employer and dedicated to diversity.

How to Apply: Email cover letter, resume and work sample in PDF format (10Mb max) or link to digital portfolio. No phone calls, please. Upon receipt of an application, if selected, please expect a questionnaire in the 1<sup>st</sup> round of interviews. 2<sup>nd</sup> round, if selected, in-person/video interview with firm leaders.

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