

## Project Manager

### Firm Profile:

HPI is a 41-year-old award winning architectural firm located in Newport Beach and just this last year, San Diego. HPI has provided continuous service to public and private clients in Education, Senior Living, Healthcare and Corporate sectors.

It is our goal to provide real careers for our employees, and foster both professional and personal growth. We offer a substantial benefits package to full-time employees, including health, dental, life and others insurance, a 401(k) plan, paid time off, and a very competitive compensation.

### Job Description Summary:

Responsibilities are in the following areas: Production project management. Project Manager will function as a primary client contact (production), assuring that their needs are met while also adhering to budgets, schedules and providing the quality of service expected. Excellent communication skills with clients, consultants, and staff, including motivating and hands-on directing of staff, are vital. Project Manager will be responsible for overseeing staff to ensure accurate, thoroughly detailed plans are developed that meet or exceed the client's expectations.

### Job Functions:

1. Assists with preparing project budget
2. Assists with preparing project contracts
3. Attends meetings with customers, owner representatives, and consultants
4. Assists in monitoring and assuring fiscal responsibility of project
5. Assigns work to subordinates; determines work schedules
6. Assures achievement of project deadlines
7. Coordinate and implement bid packages.
8. Must possess strong time management and organizational skills.
9. Move easily between projects as needed to meet deadlines.
10. Able to sketch details and communicate ideas to other production personnel.
11. Proficient in AutoCad and Revit with a high level understanding of drafting conventions and techniques for working drawings.
12. Coordinate and manage consultants.
13. Must understand various construction types and the materials incorporated.
14. Requires understanding of DSA requirements.
15. Responsible for coordinating and obtaining construction permits.
16. Express good tact and persuasion skills while working with consultants, staff, clients and executive personnel.
17. Possess excellent oral and written communication skills.

### Scope of Responsibility:

- Comprehensive knowledge and understanding of construction documents.
- Work closely with designers and principles to meet the intent of the building design.

### Decision Making:

- Must possess the ability to rearrange staff, schedules and other resources to meet predetermined deadlines.

- When situations warrant action, must be able to make management decisions with a minimal amount of direction.

Authority:

- Be willing to submit suggestions on ways to improve systems and procedures that will create better architectural services.
- Notify VP Production when consultants or staff are not performing to expectations.

Education, Licenses and Certification:

- Minimum 4-year degree college or university in Architecture.
- Requires Architecture license within the state of California, or working toward licensure.
- LEED certification, or working toward certification is a plus.
- Affiliation with other organizations: AIA, etc. is a plus
- Having intermediate level knowledge of Revit systems is a plus.

Pay is commensurate with experience. Please send your resume and a separate PDF of your work samples with subject line "Project Manager Position" to [resumes@hpiarchitecture.com](mailto:resumes@hpiarchitecture.com)