

## PROJECT MANAGER

Founded in 1975, HPI is an award winning architectural firm located in Newport Beach and San Diego. We have provided over 40 years of continuous service focusing on public and private clients in the Education and Senior Living sectors.

HPI prides itself in creating tailored solutions that are reflective of our clients' visions and objectives. Our planning, architecture, and interior design services result in spaces and places that respond to the desired end user experience, building functionality, and financial sustainability.

As a relationship-centered firm, we place great importance on fostering and maintaining meaningful connections both internally and externally. Our culture encourages a supportive, teamwork environment to arrive at design excellence through open and shared creative processes.

Our many repeat clients and dedicated professionals are testament to our continued success, supportive relationships, and sustainable growth. Our process encourages clients and the design team to work together to find tailored solutions that fit the needs of our clients. We listen, communicate, and create. This interactive design process is the foundation of our philosophy and approach resulting in design excellence by our clients' definition.

### YOUR ROLE

As a Project Manager, located at HPI's Newport Beach location, you will be responsible for leading projects from day one through delivery to our client. You will have overall responsibility for client service, quality control and financial performance. This is a great opportunity to join a highly motivated and collaborative team managing projects within our Education or Senior Living sectors.

### WHAT YOU WILL DO

- Manage one or more client projects providing leadership to client and team by communicating project objectives, contract scope, budget, and schedule
- Define and implement the necessary resources to ensure the design and documentation process flows smoothly and act as the primary liaison between the team and client
- Prepare fee proposals and negotiate contracts and fees
- Manage schedules, budgets, and staffing
- Track and manage financial performance of projects for success including, but not limited to, staffing projects, schedule, fees, and billings
- Assist with our Quality Control process for all milestone submissions (SD, DD, CD, Jurisdictional Submission Sets)
- Work closely with the design, technical and construction administration team to ensure the intent of the building design is maintained
- Make decisions on a project with minimal direction
- Suggest ways to improve systems and procedures that will create better architectural services
- Mentor junior staff members

## **YOUR QUALIFICATIONS**

- Bachelor's or Master's Degree in Architecture
- 5+ years of related project management experience. Experience managing projects within the Education or Senior Living sectors a plus
- Professional license preferred
- LEED accreditation preferred
- Experience negotiating project scope, fees, managing project financial performance, and ensuring fiscal responsibility for projects
- Excellent communication skills with clients, consultants and internal project team
- Strong time management and organizational skills
- Ability to move easily between projects as needed to meet deadlines
- Knowledge of building codes and understanding of various construction types
- Understanding of DSA and/or local jurisdictional requirements
- Technical understanding of architectural design
- Working knowledge of AutoCAD and Revit a plus

## **HPI CULTURE**

At HPI, we are committed to creating long-term career opportunities in a stimulating environment that encourages teamwork, leadership, and mentorship.

Since our inception in 1975, HPI has been committed to cultivating a social and professional culture in which all employees are empowered to learn, interact, grow, and enjoy. We provide a positive, challenging work environment that fosters both professional and personal growth for all levels of employees.

We are committed to delivering the highest level of client service while encouraging our team members to lead a healthy and balanced life. Our comprehensive benefits include health, dental, life and other insurance. We also offer a 401(k) plan, paid holidays, paid time off, a pay commensurate with your experience, and bonus opportunities.

Please send your resume, including references, with subject line "Project Manager" to [resumes@hpiarchitecture.com](mailto:resumes@hpiarchitecture.com). Be sure to identify which office you are considering.

We will review and respond if we think you may be a fit.

Thank you!