

# Menemsha Architecture

## Torrance CA

### Project Managers/Project Architects

#### **Firm Profile**

Menemsha architecture is a full service architectural firm providing a full array of architectural services to some of the most successful fortune 1000 companies throughout the United States.

We are a fast moving, design-focused practice looking to expand our talented team in our new Torrance offices. Our office culture is highly collaborative, the work ethic highly professional, the spirit youthful and ambitious, and the opportunities great. We are seeking architects who aspire to excellence in all aspects of our work.

With a national reputation for our architectural branding services and tenant improvement roll outs, the firm is quickly moving into other design spheres, including ground-up corporate offices and headquarters, banking and finance, and other challenging typologies.

#### **Job Description**

Menemsha is seeking, motivated individuals to join our practice who possess the core qualities of enthusiasm, strong character, high intellect and strong interpersonal skills.

In particular, we are seeking qualified Project Managers/Project Architects who can handle a range of assignments in term of scope and size and daily responsibilities that can vary greatly. This includes keeping team efforts organized, ensuring quality in project delivery, managing budgets, schedule and fees, employing and evolving the firm's process and procedures, but also mentoring staff, maintaining a positive work flow and energetic team atmosphere. Project Manager's/Project Architect's are champions for good design and representing our client's vision on every project.

A qualified individual will be expected to manage multiple projects/clients on a variety of architecture project types.

#### **Specific Responsibilities Include:**

- Works with clients to identify objectives, scope of work and formulate options; conceptualizes total project and establishes key work priorities for development of design, scheduling and budgeting.
- Manages the entire process of a project from the site survey process, test fit, due diligence research, permit expediting, construction documents and construction administration.
- Develops and maintains project specific schedules.
- Monitors team's work load and reviews and approves payroll.

- Establishes tracks and maintains project budgets for ongoing profitability.
- Become immersed in the client's brand (design), standards and policies for program implementation.
- Translates clients design concepts into workable construction systems; evaluates alternatives to develop solutions; and maintains quality technical and design control.
- Complete the technical review and quality assurance/quality control of projects by reviewing various levels of documents (SD, DD, CD, BID, Permit, etc.) for completeness and accuracy.

#### **Knowledge, Skills & Abilities:**

- Ownership and accountability for project and overall program success.
- Able to multi-task, problem solve, and react to changing priorities in a challenging, fast paced environment.
- Superior leadership, communication skills and highly organized.
- High-level of design competence and expertise in the following:
  - Must understand and be able to articulate the Brand aesthetic
  - High proficiency in architectural design and architectural detailing.
  - Must have strong programming and space planning skills.
- Exceptional technical knowledge of construction documents and building department expectations related to construction documents.
- Able to create a sense of trust and urgency with clients to create confidence in Menemsha's ability to manage their assets on each program/project.
- Initiative!!

#### **Qualifications:**

- A minimum of 5-10 years of architectural design, production and technical experience through all phases of project design, documentation and construction administration, with a minimum of 3 years of proven organizational and project management experience.
- Experience in high end retail tenant improvements or high end quick service restaurants are required.
- Experience in any of the following areas is a major plus:
  - Banking and finance
  - Retail ground up/Shopping centers
- A Degree in Architecture from an accredited university.
- Licensed or actively seeking IDP and professional license preferred.

Please forward, a professional resume, salary history and samples of work to ....

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