

# Multiple Positions in Growing Office

PBK is considering positions for our growing offices in Ontario and Orange County. Resumes for the positions below may be submitted to [CA.Careers@pbk.com](mailto:CA.Careers@pbk.com). Please specify the office of interest in your submission.

## **Project Manager**

### Description:

PBK is in search of a licensed Architect who has the ability and drive to oversee all aspects of multiple client relationships. This position will be part of the leadership team for a rapidly growing office. The focus of this position is to ensure 100% client satisfaction through the successful delivery of projects that will have a cumulative construction potentially in excess of \$100M.

This senior position will be responsible for ensuring the success of PBK's educational projects while providing the highest level of client service in the industry. You will interact regularly with senior representatives of current and prospective clients. Client satisfaction is everything for this position, and it will be your responsibility to manage the overall project team performance, including the project teams under your supervision.

The ability to establish and develop relationships with potential clients is essential. The manager will have extremely strong inter-personal skills with an aggressive, yet personable, demeanor. It is essential that the candidate be very articulate with exceptional presentation skills.

### Requirements:

- Must be a licensed Architect.
- 15 years of experience managing projects/processes and project teams.
- Ability to develop and maintain client relationships.
- Unbreakable commitment to client service.

## **Project Architect**

### Description:

The architect's duties will include accurately preparing project construction documents; communicating with and coordinating the preparation of documents with consultants, contractors, team members; reviewing shop drawings, project submittals, etc. for document compliance; documenting code review and compliance; communicating and coordinating with management, clients, consultants and contractors related to daily business operations; supervising various aspects of assigned projects

### Requirements:

- A minimum of 5 years' experience.
- Must demonstrate proficiency in using Revit Architecture.
- Licensed Architect preferred (mandatory for PA title).
- Strong organizational skills.

## **Architectural Project Coordinator/Architectural Intern**

### Description:

The Coordinator/Intern duties will include accurately preparing project construction documents; communicating with and coordinating the preparation of documents with consultants, contractors, team members; reviewing shop drawings, project submittals, etc. for document compliance; documenting code review and compliance; communicating and coordinating with management, clients, consultants and contractors related to daily business operations; supervising various aspects of assigned projects.

### Requirements:

- 0-5 years of experience.
- Must demonstrate proficiency in using Revit Architecture.
- Ability to use ACAD, Photoshop, SketchUp or other 3D Modeling, Animation, Rendering computer graphics programs a plus.