

JOB POSTING

29 May 2017

Peter Benoit Architect, Inc. is a young, growing Los Angeles design studio with a diverse portfolio of residential and commercial projects. We are architects first and foremost who care about providing great design at all scales, from master plans to small projects. We are thoughtful, organized and flexible in the delivery of our design work, and tailor our communication and deliverables to our clients per the evolving needs of their projects. We work to meet the demands of blazing fast project schedules for innovative commercial clients, while also designing custom homes with bespoke details for our residential clients.

The Principal is looking for a superb Project Manager with at least 5 years of project management experience and 1-2 years of construction admin experience in an architecture firm, who can do the following:

- Develop design concepts into permit and construction documents with Principal's oversight
- Lead and manage project teams between check-ins with Principal
- Hold junior architects and senior designers accountable to deadlines
- Draft beautifully using BIM (ArchiCAD experience preferred)
- Generate details
- Lead code and permit research; analyze and synthesize into the drawings
- File and expedite permits at building departments (experience with LADBS a plus)
- Root out mistakes and fix them as they are discovered across the construction documents
- Break down complex problems into simple and achievable tasks
- Demonstrate excellent communication

Candidate must be a self-starter with a rigorous, supremely organized process, and approach problems with creativity and flexibility.

Start date: Immediate
Pay: Negotiable per qualifications

Email a brief cover letter, resume and PDF portfolio samples with subject heading "Project Manager job listing" to:

peter@peterbenoitarchitect.com