



Job Title: Senior Project Manager

Firm Name: Taylor Design
17850 Fitch, Irvine, CA 92614

Firm Profile: Taylor Design is a strategy-based design firm with practices in Architectural Design, Interior Design and Design Strategy; with offices in northern and southern California. For more than 37 years the firm has built a national reputation in the healthcare design industry, and has since established a growing presence in the education, science & technology, and senior living market sectors. Taylor Design works with clients to discover, develop, and design solutions for the built environment. Clients of the firm have included: UCSF Medical Center, San Francisco; Stanford University; SLAC National Accelerator Laboratory; UC Berkeley; San Mateo County; Scripps Health, San Diego; UC San Diego Health System, San Diego; UC Irvine Health, Orange County; Hoag Health Network, Orange County; as well as numerous service areas for Kaiser Permanente, among others. For more information about Taylor Design, visit www.WeAreTaylor.com

Salary: Dependent on Experience

Job Description: The Senior Project Manager is responsible for the successful completion of a project, managing all phases of the project from conceptual design through construction document delivery. The Senior Project Manager manages a team on his/her project(s), assigns the work and sees that it is properly completed. Typically the Senior Project Manager will have the lead role on larger or multiple complex projects. It is the Senior Project Manager's responsibility to see that the lines of accountability are clearly defined within the project team (including the client and any sub-consultants), and that there's adequate coordination of resources between offices. The Senior Project Manager must be capable and experienced, with authority to speak for Taylor Design with the client and to direct and expedite the work.

Role:

- Be a champion for Taylor Design's core values by demonstrating humility, a curious mind and an entrepreneurial spirit.
- Responsibility for overseeing the profitable delivery of large, complex and/or multiple projects
- Provides leadership at the project level, interacting with clients, staff and consultants
- Involvement in establishment of project design principles and ensures conformance with design intent
- Develops the project budget and timeline, manages proposals and contracts, monitors financial progress, performs monthly client billing and revenue projections with the accounting and contracts team
- Participates in firm-wide resource allocation planning and forecasting
- Responsible for project quality control and conformance with firm wide standards
- Communicates with consultants, contractors, sub-consultants and other disciplines to resolve project details and technical issues

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T 415.992.4455

San Diego
2770 Historic Decatur Rd, Suite 206
San Diego, CA 92106
T 619.398.0440

- Supports and mentors junior level staff
- Fosters and maintains a collaborative professional working relationship within the firm
- Participates in business development and professional development activities

Requirements:

- Licensed Architect, NCIDQ certification, project management certification from a recognized accredited program, or demonstrated equivalent experience
- Minimum 10 years' experience in the architectural or interior design profession
- Experience in healthcare, science and technology, or education markets preferred
- Demonstrated history of success in leading a team and managing a multiple projects, including the ability to monitor, adjust and maintain scope, schedule and budget for medium to large size projects under multiple delivery methods, such as Design Assist, Design Build, Design/Bid/Build, etc.
- Strong leadership and relationship-building skills, including the ability to recognize and maneuver through client and agency political roadblocks and avoid potential "landmines".

Preferred Skills:

- OSHPD Experience preferred and an ability to successfully work with governmental agencies
- Detailed oriented with excellent language skills and grammar accuracy
- Strong knowledge of industry and market sector trends
- Advanced knowledge of architectural building systems
- Advanced knowledge of sustainability, integrated design and LEED guidelines; LEED AP a plus
- Advanced knowledge of QA/QC process
- Advanced knowledge of influential policies, regulations, and building codes
- Strong knowledge of MS Project, Excel and Word software platforms with the ability to concisely and accurately generate scope, schedule and budget scenarios for multiple projects.

Firm Benefits

We offer a competitive employee benefits package including, but not limited to:

- Paid vacation and sick days
- Holiday pay
- Employee Stock Ownership Plan (ESOP)
- 401(k) Plan
- Medical, Dental, Vision, and voluntary Life and Long Term Disability Insurance
- Education Allowance
- Professional Development Training

If this position sounds like it may be the right move for you and your career path, please send your resume to HR@WeAreTaylor.com or visit us at Jobs.WeAreTaylor.com