

JOB POSTING

PROJECT MANAGER ARCHITECT

Job # 2303

ABOUT HKIT ARCHITECTS

HKIT Architects is a leading Northern California design firm based in downtown Oakland which has been servicing the Bay Area for over 70 years. Join our dynamic, diverse office of 60+ professional staff dedicated to the design and client relationships. The firm is well-known for its award-winning work with schools, churches, affordable housing, senior housing and other community and civic based work throughout the Bay Area and California. HKIT is committed to architecture that enriches the community and the environment.

For more information view our website: www.hkit.com

POSITION SUMMARY

The position requires a motivated design and technically minded individual with a minimum of 7 years of experience leading complex multi-family residential and senior living projects. Candidates must combine considerable design and construction detailing experience, strong communications skills, an interest in sustainability, a record of excellent client collaboration, with an ability to manage internal production teams and external consultants.

POSITION RESPONSIBILITIES

- Work with project principals to oversee all phases of multiple projects from conceptual design through construction administration.
- Serve as the main point of contact with the client and participates in team meetings throughout the project phases including construction. Actively manages client's budget, schedule, program, and scope.
- Manage the design, detailing, research and full documentation on selected projects, providing expertise across multiple projects. Oversees agency approvals.
- Assign tasks to staff members and manage deadlines for all production phases including renderings, meetings and presentations. Oversee assigned project team(s).
- Produce and manage project schedules, work plans, client correspondence and documentation. Maintain project integrity including design.
- Assist in development of and manage project budgets and fees.
- Construction Administration

QUALIFICATIONS AND SKILLS

- Licensed architect in California.
- Minimum bachelor's degree in architecture or similar discipline from an accredited program.
- Minimum of 7 years of experience designing, documenting, detailing and coordinating multi-family residential projects or senior living projects, affordable and market rate projects.
- LEED AP is a plus.
- Knowledge of high-performance building design and related software is a plus.
- Work on certified green building projects is a plus.
- Proven experience leading, mentoring & training junior and intermediate staff in all phases of project detailing and documentation.

COMPENSATION AND BENEFITS

The annual salary range for this role is \$110,000 - \$125,000. HKIT Architects offers rich benefit offerings for eligible employees including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k and pet benefits.

HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to careers@hkit.com. Subject must include **Job # 2303**.

No calls or third-party recruiting firms/consultants please.