

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 75 years. Join our dynamic, diverse office of 60+ professional staff dedicated to design and client relationships. The firm is well-known for its award-winning work with schools, affordable housing, senior and other community-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.