

Job Title: Project Manager

Firm Name: Houston/Tyner, A Professional Architectural Corporation

Position Location: Torrance, California

Firm Profile: Houston/Tyner is a full-service architectural firm focusing on hospitality, commercial, institutional and entertainment venues. Our goal is to explore new and exciting projects that challenge the boundaries of architecture. Our unique studio office space invites a culture of innovation and ingenuity. As our portfolio expands, so does our need for dynamic and talented individuals who share our passion for design and architecture.

Salary Range: Negotiable, depending on skill set and experience. We offer full time positions and have a comprehensive health insurance program, 401k and profit-sharing benefits, vacation time, sick time, and holidays.

Job Description and Requirements: 8 or more years of professional experience. Licensure is preferred but not required. Manages multiple small/ medium projects, coordinates all aspects of assigned projects, and estimates scope of work. Has full responsibility for managing/overseeing all aspects of multiple small to midsize projects. Prepares strategic plans for project success. Responsible for the coordination of all project efforts administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Actively manages client budgets, schedules and programs, project communication and documentation, office administrative tasks, and project team assignments. Assists Senior Staff with developing fees, determines scope of work, and prepares project schedules. Demonstrates full understanding of the California Building Code, Health codes, CalOSHA, and the American with Disabilities Act. Proficient in AutoCAD, Bluebeam Revu, SketchUp, Microsoft Office, and Adobe Creative Cloud Suite programs, etc.

Contact Information: Please send your resume in PDF format to htarch@houstontyner.com; subject line for submission should read: (Project Manager Resume Submission- "Your Full Name"). Thank you.