

Healthcare Project Manager

Los Angeles, CA

Description

Position: Healthcare Project Manager

Reports To: Managing Principal

Classification: Exempt

Date of Revision: 2021

Summary

Healthcare Project Manager –Responsible for the execution of a variety of project types, complexities, and sizes. Provides leadership and guidance to all project phases and their delivery. Leads an entire architectural project, from budget to implementation, ensuring that project team meets quality, schedule, contractual and budget goals. Monitors and manages project staffing and their development. Responsible to maintain and develop excellent client relationships. Naturally possesses a commitment to design excellence, user experience, material health, social purpose, and sustainability.

Requirements

Essential Functions:

Responsible to lead project team through all phases of design

Actively manage schedules and programs, project communications and documentations, office administrative tasks and project team assignments

Manage project budget and monitor billing efficiency rates; works at maximizing team's quality and efficiency in assigned tasks

Interface with clients, contractor, review agencies, engineering, and specialty consultants

Lead the strategic planning/implementation of projects

Facilitate the definition of project scope, goals, and deliverables

Develop full scale project plans including project calendars, budgets, and work plans

Maximize and support design objectives in all phases of the project

Provide performance evaluations for their team and track their development

Plan and schedule project timelines

Track project deliverables using appropriate tools to ensure project timelines and deadlines

Provide direction and support to project team

Responsible for quality assurance for all phases of project deliverables

Constantly monitor and report on progress of the project to all stakeholders

Present reports defining project progress, problems, and solutions

Implement and manage project changes and interventions to achieve project outputs

Lead project team and client meetings

Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects

Serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the satisfaction of the client

Estimate fees, determine scope of work, and prepare proposals and contracts

Competencies:

Architectural License preferred but not required

Exceptional and intuitive client service along with assurance of project profitability

Knowledge of architectural design concepts, all project phases, practices, and procedures

Knowledge of the Educational and Healthcare design process and awareness is a plus

Knowledge of state and local building codes

Effective verbal and written communication skills

Ability to multi-task and accurately perform a variety of complicated tasks in a fast-paced environment

Proficiency in Revit preferred

Proficiency with Adobe Creative Suites preferred (Photoshop, Illustrator, InDesign)

Proficiency with Sketch Up or Rhino preferred (Lumion and V-Ray for Sketch up is a plus)

Certification Requirements

Architectural License preferred but not required

LEED Accreditation preferred

Supervisory Requirements

Responsible to manage multiple project teams

Work Environment

This position operates in a professional open office environment with low to moderate noise levels including collaborative work areas for team meetings. Each office location has a workstation for scanning/ photocopying and a cafe for dining. Building construction sites may include varying temperatures, wind, dust, and noise levels and may include hazardous and dirty conditions.

Physical Demands

Hand/Wrist/Finger dexterity for 8 hours a day, 40 hours a week

Ability to lift 25 lbs

Ability to sit for long periods of time

Position Type/Hours expected to work

This is a full-time position with a minimum expectation of 40 hours per week

Travel

Occasional travel depending on project assignments

Required Education and Experience

Bachelor of Science in Architecture or Bachelor of Architecture required (accredited university preferred)

Master of Architecture preferred

A minimum of eight years professional architectural design and technical practice preferred

Work Authorization

Sponsorship may be considered

AAP/EEO Statement

NAC, Inc is committed to the principle of equal opportunity employment. As a result, all qualified employees and prospective employees will be recruited, selected, and trained without regard to age, sex, race, color, religion, disability, national origin, veteran status, or any other legally- protected status. All applicants are carefully screened, and full consideration is given to their training, education, skills, experiences, growth potential and

previous work record. This same non-discriminatory consideration will be used in all other aspects of the employment relationship.

NAC will provide reasonable accommodations to qualified individuals with a disability to the extent that doing so does not create an undue hardship on NAC. NAC encourages employees and applicants to communicate any special needs by engaging in an interactive process with Trinity to formulate reasonable accommodations.

Salary: \$120,000-138,000/Annually

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