

# Senior Project Manager

## Overview

---

Senior Project Managers at Studio O+A manage large and some smaller scale accounts and are responsible for the execution of project design solutions under the direction of the Principals; they must have the ability to lead project design teams and delegate work in a timely and constructive manner.

Senior Project Managers have a thorough understanding of contract requirements and project scope as well as the firm at large; they are responsible for project schedules and budgets and can effectively convey this to both assigned team members and clients. Senior Project Managers must have excellent verbal and written communication skills and the flexibility to focus on a single client with a variety of project types or multiple, concurrent projects in various stages of development.

The Senior Project Manager is responsible for monitoring and managing team health, project profitability and delivery of the project scope of work and contract terms.

This is a senior position, requiring at least 8-15 years of Project Management experience working at an interior design, architecture or related design firm. Working knowledge and proficiency in Revit, BIM360, Deltek Vantage, Adobe Suite, Microsoft Office Suite including Excel and Microsoft Project, and Google Workplace is preferred.

At Studio O+A, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within a role. The base pay range for this role is between \$125,000 - \$150,000. Base pay will depend on your skills, qualifications, experience, and location.

## Responsibilities

---

Manage timely delivery of complex and large-scale projects, including multi-project global accounts.

Ensure each phase of project is delivered in accordance with executed contracts.

Lead project design teams and ensure proper management flow for all phases of active projects, including management of budget and schedules.

Manage and track the financial performance of projects, including preparing project proposals, negotiating contracts, fees and additional services.

Oversee construction administration.

Demonstrate knowledge of building codes, standards and the ability to resolve complex technical and design issues.

Communicate deliverables articulately and concisely to both the project team and the client.

Negotiate project scope and fees with Principals and Directors. Ensure projects conform to contract and design specifications.

Manage project scheduling, budgets and set-up with contractors, vendors and consultants.

Assist in managing client expectations, team communication and consultant coordination.

Contribute to and reinforces the “team effort” method of producing design projects.

Work with project team to ensure design intent is accurately interpreted in documents.

Ensure quality control of all project construction documents and scheduled QA/QC reviews.

Oversee project close-out efforts.

Establish, maintain, and document regular project related meetings, including client, internal team and consultant meetings.

Collaborate with building and permitting officials during permitting and construction phases of project. Submit for permit as appropriate.

Mentor and guide skill development of junior and intermediate staff.

Pro-actively keep Principals and Directors informed of work status and seek clarification where appropriate.

Identify issues, risks and conflicts and ask for assistance and/or delegate in a timely and constructive manner when required.



The greatest ideas come from a diverse mix of minds, backgrounds, and experiences—and we are committed to cultivating an inclusive work environment to nurture our people and projects. Studio O+A provides equal employment opportunities to all employees and applicants without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law. Studio O+A participates in the E-Verify program as required by law; [EVerify.pdf](#) (multiscreensite.com). O+A is committed to offering reasonable accommodations, upon request, to applicants with disabilities. If you need assistance or accommodation, please contact our HR Team at [hr@o-plus-a.com](mailto:hr@o-plus-a.com).