Design

Project Manager

Overview

Studio O+A Project Managers plan, coordinate and administer projects from conception to completion under the direction of the Principals and Directors. This role requires the ability to work independently and the flexibility to both support and lead project design teams. Project Managers work on larger, more complex design projects in a support capacity but may also serve as the lead on small to medium sized projects.

Given this variety, the ability to prioritize and handle a number of concurrent projects and tasks is key. This position requires excellent verbal and written communication skills as well as excellent attention to detail and follow through. Project Managers must possess good collaboration skills, the ability to manage multiple consultants and be able to work well in a team environment. In addition, working knowledge and proficiency in Revit, BIM360, Deltek Vantage, Adobe Suite, Microsoft Office Suite including Excel and Microsoft Project, and Google Workplace is preferred.

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

This position requires at least 3-8 years of experience as a Project Manager working at an interior design, architecture or related design firm.

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 $100,000 and $125,000 and your base pay will depend on your skills, qualifications, experience, and location.

Responsibilities

- Manage all phases of projects, including project set-up, design and construction administration.
- Create and communicate clear and attainable project objectives and project requirements, including project work plans and internal team deadlines/reviews (milestones.)
- Track financial performance of projects, including preparing project proposals and additional services.
- Schedule meetings, monitor attendance, and record minutes.
- Manage project scheduling and set-up with consultants.
- Review of bids and contracts.
- Oversee field verifications and assist with site inspections for validation of design intent.
- Collaborate with building and permitting officials during permitting and construction phases of project. Submit projects for permit approval.
- Document client's decision-making matrix at project intake.
- Oversee performance of construction administration.
- Make appropriate value judgments with respect to field corrective work that supports the overall design intent and performance goals of the projects.
- Assist in managing client expectations, team communication, and consultant coordination.
- Contribute to an environment conducive to high quality design and professionalism.
- Pro-actively keep 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.
- Set up project directory and internal communications systems (team email, Google Chat.)

O+A 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)

Studio O+A will consider for employment all qualified applicants with criminal histories.in a manner consistent with applicable law. If you're applying for a position in San Francisco, review the Fair Chance Ordinance provision:
SF Fair Chance Ordinance Notice

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.