

Project Manager

Group 4 Architecture, Research + Planning, Inc. seeks a full-time Project Manager to join our dynamic team. We work nationwide to create places for communities to gather, imagine, and grow. Our diverse portfolio of vibrant facilities that reflect and celebrate their communities is a direct result of our collaborative, team-oriented design approach with clients, consultants, users, and community members.

An equal opportunity employer, Group 4 supports employees with professional development opportunities and an excellent benefits package. We offer a competitive compensation package including 401(k) contributions, health and dental coverage, paid vacation and sick leave, and public transportation benefits. In the Bay Area, our office in downtown South San Francisco is easily accessible by Caltrain, BART, 101 and 280, and ferry.

For more information on Group 4's team and work, please visit our website:
<http://www.g4arch.com>

Qualifications

Requirements for this position include:

- at least eight years of experience on non-residential projects
- professional degree in architecture or related field from an accredited program
- professional licensure in one or more states in the US is preferred.

Successful candidates will also demonstrate:

- Ability to manage and coordinate all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects to meet contract deliverables and deliver projects on time and within budget.
- Ability to actively manage client expectations, budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments.
- Ability to lead small to mid-size projects independently and manage larger-scale projects as part of a team. Able to balance demands on multiple projects at various stages of development.
- Strong collaboration and effective communication internally (with team) and externally (with clients, consultants, contractors, and vendors).
- Proactive attitude with excellent analytical, problem-solving, and presentation skills.
- Familiarity with the public bid process and its impact on drawings and specifications.
- Strong written, graphic, and oral communication skills

Application Materials

To apply, **please email your materials as a single PDF file (maximum 10MB) with the subject line "Project Manager" to hr@g4arch.com**. Please provide a cover letter indicating your specific interest in this position, a current resume, and samples of your relevant project experience (if you were part of a team, please note your role and responsibilities).