

# PROJECT MANAGER

**Brief Description:** DRA Architects is a small commercial architectural firm located in Irvine, CA. We are currently seeking a Project Manager to prepare drawings for design and construction documents. We are a team of people who believe that opportunity and development is important. As a result, any person in our firm can take themselves as far as their abilities & talents can carry them.

**Duties/ Responsibilities:** Prepare and project manage construction documents. Will include client and site visits.

**Projects include:** Office, retail, industrial, interiors, worship and medical. This person must be capable of preparing drawings, balancing deadlines and working on a multiple projects at the same time. Must be organized, self-motivated and detail oriented.

**Skills/ Requirements:**

- Minimum of 5 years' experience in architectural project mgmt.
- Autocad 2012 & 2015 proficiency
- Sketchup Pro & Sketchup LayOut 2016
- Microsoft Word, Excel and PowerPoint 2010
- Working with government agencies for Entitlement and Building Plan Check submittals
- California Building Code familiarity
- Excellent organizational, verbal and written communication skills
- Works well with others in a close team environment
- Developing design architectural plans and construction documents
- Ability to design and develop site plans, floor plans, sections, elevations and details
- Ability to work in a fast-paced, close team environment
- Ability to follow direction and demonstrate a willingness to learn
- Automobile and CA Driver's License

**Physical Demands:** Will be regularly required to sit for long periods of time. Will frequently be required to stand, walk, reach with hands and arms, stoop, kneel, crouch or bend. Occasionally may be required to lift up to 25 pounds and maneuver around construction sites. Visual requirements include close, distance, peripheral and color vision, depth perception and the ability to adjust focus.

**Job Status:** Full Time

**Education Requirements:** Degree in Architecture preferred.

**To Submit:** Email resume, pdf's of portfolio (6 MB max.) to [info@dra-architects.com](mailto:info@dra-architects.com) – NO PHONE CALLS PLEASE.

