

Project Manager

Who We Are

As a legacy firm in Sacramento, our clients have trusted us to provide one dedicated, experienced, and reliable team since 1922. Specializing in civic architecture with emphasis on government office, education, healthcare, justice and public safety projects, we are experts who have built an outstanding reputation for crafting tailored design solutions with integrity and dedication. Quality is represented throughout our body of work, but it is our team behind the name that makes us exceptional.

Watch our story: https://www.youtube.com/watch?v=6VC67vOx4WY&feature=emb_title

We are seeking a high-performing and enthusiastic Project Manager with 10 years or more of architectural experience to join our team. Licensure is preferred but not required. We are imaginative and strategic problem solvers who value collaboration and teamwork for the best project outcomes. We offer a close-knit, friendly, and fun work environment in downtown Sacramento. Through continuing education opportunities, professional development support and competitive salaries and benefits, many of our staff have spent the majority of their careers here at Nacht & Lewis.

Work-life Balance: We understand that your career does not define your life. The firm encourages everyone on the team to explore and nurture their personal needs. Nacht & Lewis is comprised of people who regularly enjoy hiking, cooking, biking, volunteering, gardening, and more!

Hybrid Work: Since the shift in work culture from the Covid-19 pandemic, the firm has remained flexible and now offers a hybrid work environment. This position allows you to work from home and come into the office when necessary for optimal collaboration and communication.

Continuing Education Opportunities: We fully support our employees who are studying to become licensed architects or other relevant credentials. Whether you need space and time to study or opportunities to gain education credits, the firm will do its best to accommodate.

Benefits package includes: 401(k) Profit Sharing Plan · Medical/Dental/Vision Insurance · Life Insurance · Short & Long Term Disability Insurance · Paid Vacation, Sick & Holidays · AFLAC & Cafeteria Plan · Paid Parking

Project Manager

Minimum 10+ years of experience with the management of the project design team including: project staffing, scheduling and budgeting, daily interaction with clients, assistance with and preparation of fee proposals and contracts, and participation in the firm's marketing efforts. Experience with public sector work and agencies is a plus but not a requirement.

Salary Range: \$100k-130k per year. Quarterly bonuses can add to salary range.

What you will do:

- Prepare the project plan including staffing requirements, schedule, budget and deliverables.
 - Maintain project budget control through tracking and forecasting project hours against the project budget.
 - Maintain project schedule through regular monitoring and taking appropriate action to ensure timely decisions and that project milestones are met.
 - Responsible for planning and adjustments of staff assignments, project team organization and appropriate roles and responsibilities of each member.
 - Monitors the design process to ensure design concepts meet the client's and firm's expectations.
 - Ensure design and documentation quality.
 - Coordinate consultant services to provide integrated and timely design solutions that are well documented.
 - Assists with the firm's marketing efforts in the procurement of new projects and clientele.
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To see all of our firm's past projects, go to <http://nachtlewis.com/portfolios/>

To find out more about our firm's leadership group, go to <http://nachtlewis.com/people/>

To take the first step in becoming the next addition to our team, forward resume to: rpettit@nachtlewis.com,
Fax: (916) 329-7474, Mail: Human Resources, 600 Q Street, Suite 100, Sacramento, CA 95811