

JOB ADVERTISEMENT

Project Manager

Reports to: VP / Principal / Managing Director

Status: Full Time

Location: All offices: Cleveland, OH; Tucson, AZ; Atlanta, GA; Ventura and Los Angeles, CA; Baltimore, MD; Portland, ME

COMPANY SNAPSHOT

Onyx Creative, Inc. – where innovation meets inspiration in the realms of architecture, engineering, interior design, and brand experiences. As a nationally recognized firm, we redefine spaces, crafting not just structures but immersive environments that leave a lasting impact. We are not just about constructing physical spaces; we are about building experiences that transcend the ordinary. Our commitment to excellence and creativity elevates every project into a unique and captivating journey. We believe in the power of design to shape human experiences and create environments that leave a lasting impression.

Specializing in a diverse range of projects, including retail stores, shopping centers, salons/spas, restaurants, industrial/warehouse spaces, corporate and medical offices, religious facilities, and residential developments. Each project is a canvas for us to create a distinctive and engaging identity, reflecting the unique vision of our clients.

Some of the things you can expect working at Onyx Creative

- Thriving team environment that exudes energy, creativity, and a passion for innovation.
- A dynamic work culture that fosters collaboration and celebrates individual contributions.
- Unparalleled professional career growth opportunities.
- A company with a rich history of proven success – a success that continues to drive our team forward.
- Contribute to a winning culture where your efforts directly impact our collective achievements.

POSITION SUMMARY

Project Managers are key team members and have full responsibility for managing all aspects of multiple small to midsize projects. Coordinate all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. Serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Estimates fees, determines scope of work, and prepares proposals and contracts.

ESSENTIAL FUNCTIONS – Key Responsibilities

- Review and evaluate assigned projects.
- Coordinate project staffing with VP of Operations.
- Prepare a project fee sheet/proposal and ensure project number is assigned.
- Schedule and direct project kick-off meeting with all consultants to discuss schedule, scope and determine required information.
- Manage project schedules and communicate any changes.
- Complete the project design and construction documents within budgeted hours and schedule.
- Issue deliverables to clients, landlords and required vendors. Issue projects for bidding/permit.
- Verify project status and identify any issues related to expended time vs. budgeted hours or potential problems.
- Promptly address all change of service requests from staff and consultants.
- Issue change of service forms to client for approval prior to completion of services.
- Review shop drawings and submittals during the construction phase.
- Answer field questions and promptly respond to project RFIs.
- Follow client/firm quality assurance procedures.
- Visit site and prepare reports (if required). Visit site for final punchout (if required).
- Maintain positive relationship with tenant and, at successful job completion, ask for potential future work.
- Research various industry products.
- Visit local sites on office-organized trips to learn the construction process.
- Perform other designated tasks as assigned.

SUPERVISORY RESPONSIBILITY

- Design Professional

QUALIFICATIONS and SKILLS

- Bachelor's degree in architecture with five plus years of experience.
- Experienced with project management, code review and analysis, quality control and construction administration.
- Proficiency of AutoCAD or REVIT, Sketch-Up, Adobe Creative Suite, and Microsoft Office, and other tools.
- Possess design creativity and solid technical knowledge.
- Ability to work independently on construction documents.

Preferred Qualifications

- Master's degree in architecture with five plus years of commercial project experience.
- Pursuit of professional licensure.

BENEFITS

This role offers competitive compensation and is eligible for participation in Onyx Creative comprehensive benefits programs, including:

- Company-paid employee insurance - medical, dental, vision, life insurance and disability
- Retirement Plans – available options
- Paid Time Off and Paid Holidays
- Professional development benefits (Education Assistance)
- Paid industry and professional dues
- Company-provided laptops
- Variety of company-sponsored social events
- Volunteer community service opportunities.
- Rewards and Recognition
- Flexible workday

Onyx Creative, Inc. strives to provide competitive market-informed compensation based on a candidate's knowledge, skills, and experience. The actual pay offered may vary based upon, but not limited to education, skills, experience, proficiency, performance, and location. In addition to base salary, this role may be eligible for a discretionary bonus.

Join us and become part of a team that thrives on pushing boundaries, embracing creativity, and transforming visions into reality. We are not just architects and designers; we are storytellers shaping the narrative of spaces that inspire and captivate.

CONTACT

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<https://www.onyxcreative.com/careers>