

## **PROJECT MANAGER / PROJECT ARCHITECT**

Noll & Tam Architects is a 40+ person, award-winning design oriented architectural firm in West Berkeley celebrating more than 30 years in business. We design Uncommon Spaces for the Common Good, specializing in community-oriented projects with a focus on meaningful contributions to our clients, our community, and our environment. Our firm culture is collaborative, team-based and friendly. We pride ourselves on developing talent from within and are actively looking for candidates who are interested in growing with us.

We are seeking a person with 10+ years of experience in architectural design and project management for a full-time role as Project Manager / Project Architect. An ideal candidate will have experience with client interface, managing project deliverables and budgets, overseeing design and detailing of projects, and managing a project team.

*Requirements for the position include:*

- Master's or Bachelor of Architecture from an accredited program
- California Licensed Architect (Preferred)
- Experience with K-12 and/or higher education projects permitted through DSA (Preferred)
- Skilled and experienced successfully managing projects, contracts and budgets
- Revit proficiency
- Excellent technical design and detailing skills
- Knowledge of the CBC & accessibility codes
- Excellent communication skills, both written and verbal
- Graphics communication skills (Photoshop, Illustrator, InDesign)
- Willingness to mentor junior staff, provide guidance and assistance
- LEED Accreditation a plus
- Ability to work onsite in the office 3x per week
- Authorized to work in the United States

*We might be a good fit for you if:*

- You want to work at a design-focused firm on projects that have a positive impact on local communities
- You are interested in working in and around the Bay Area
- You are looking for a firm that prioritizes a healthy work-life balance
- A supportive firm culture matters to you
- You are frustrated by the lack of long-term growth potential at your current firm
- You live in the East Bay and are tired of commuting to San Francisco

**Salary range:** \$105,000 - \$145,000 annual salary, commensurate with experience.

*Comprehensive benefits include:* 100% medical, dental, and vision coverage, a Safe Harbor 401(k) Plan, long-term disability, life insurance, FSA, transit reimbursement, free onsite parking, and cell phone stipend. We also offer a generous PTO plan that includes 9 paid holidays, 4 weeks' vacation, and sick time.

Our office is currently working a hybrid schedule; 3 days working in the office and up to 2 days are flexible to work outside of office.

*Apply:* Please submit your cover letter with a resume, design portfolio, and references in **a single PDF** attachment to [jobs@nollandtam.com](mailto:jobs@nollandtam.com). Please limit the size to 10MB.

No phone calls, please.