Architectural Project Manager
Our client is currently seeking a high caliber Architectural Project Manager for a long-term basis within our client's team of experienced professionals. Based in Irvine, CA This is an opportunity for an architectural professional who wants meaningful responsibility, involvement throughout the full project lifecycle, and a workplace that values thoughtful design, strong relationships, professional growth, and a healthy balance between work and life.

You will not be limited to one phase of a project. You will help guide projects from early due diligence and concept design through permitting, construction documents, and construction administration. You will work closely with clients, consultants, jurisdictions, and internal team members to deliver well-designed, technically sound projects with a high level of care, consideration, and expertise.

We strive to provide an environment where talented professionals can grow, lead, and build satisfying long-term careers. Team members have opportunities to:

- Take meaningful ownership of projects from concept through construction
- Develop lasting relationships with clients, consultants, and project stakeholders
- Influence both the design and technical resolution of projects
- Strengthen project-management and leadership skills
- Mentor others while continuing to learn from experienced team members
- Grow through formal mentorship and professional-development support
- Work within a flexible, hybrid environment that supports collaboration and work-life balance

Job Requirements

- Lead project coordination through all phases of design and construction
- Build and maintain strong client, consultant, and team relationships through proactive communication
- Organize project teams, responsibilities, deliverables, and coordination efforts
- Balance design intent with code, program, schedule, constructability, and budget requirements
- Resolve technical, design, and project-delivery challenges creatively and effectively
- Coordinate with local jurisdictions and discretionary review bodies to support entitlement and plan-check approvals
- Oversee the preparation, coordination, accuracy, and quality of project-delivery documents
- Manage consultants, clients, contractors, and other project stakeholders
- Provide mentorship, leadership, and support to other team members
- Help maintain company standards for thoughtful design, responsive service, and dependable project delivery

Qualifications

- A bachelor's degree in architecture or a related field
- Five or more years of relevant architectural project management experience preferred
- Architectural licensure preferred
- Experience managing projects, consultants, clients, and multidisciplinary teams
- Strong written, graphic, and verbal communication skills
- Excellent organizational skills, including the ability to prioritize, adapt, and manage multiple responsibilities
- The ability to work effectively with a variety of team structures, personalities, and project stakeholders
- A collaborative leadership style and a willingness to mentor and support others
- Strong creative and technical problem-solving abilities
- Working knowledge of building codes, entitlement processes, CEQA requirements, and local permitting procedures
- Proficiency in AutoCAD/Revit, Adobe Creative Suite, and SketchUp

Benefits and Work Environment

- Medical, dental, vision, and life insurance
- Retirement savings program with employer matching

- Health savings account options
- Paid vacation, holidays, and personal time
- Flexible work scheduling
- Hybrid workplace with three days in the office and up to two remote days each week
- Formal mentorship program
- Professional-development reimbursement program

Employment Type: Direct, Permanent

Location of Position: Irvine, CA

Location Type: Office, Hybrid (Mon, Tue, Thu in office), Project Site on occasion

Generate Personnel is an Equal Opportunity Employer that recognizes the value of a diverse workforce. Employment decisions are based on job related criteria and not on the basis of any unlawful criteria. We ensure equal access to employment opportunities, services, and programs.

Must have legal right to work in the United States. We thank all applicants for their interest; however, only those selected for interviews will be contacted.