



Project Manager

AP+I Design is looking for Project Manager to play a pivotal role in our Mountain View studio.

About AP+I

AP+I is a woman-owned architectural, planning, interior design and environmental graphics design firm. We are passionate, client-focused, collaborative and fun! Joining our team requires the ability to put our clients' interests first by developing innovative design concepts and custom solutions tailored to each project.

Our clients' diverse viewpoints are catalysts for our ideas. We are artists at heart. We crave establishing their visionary design principles all the way down through the intricacy of their details. We are creators of interior environments for organizations — ranging from those freshly emerging into the market to those maturely established across multiple locations.

The ideal candidate for this position is responsive with a client-focused work style and a strong background in commercial interiors projects. He or she will lead a team to develop and execute innovative design within a collaborative studio environment.

If you're interested in leading our design efforts and being a key design champion within our studio — we'd love to talk to you!

What Our Expectations Look Like...

- Develop an understanding of client's objectives. Manage project budget, schedule and resources.
- Work directly with clients as a point-of-contact from start to finish on project(s).
- Have a strong understanding of design and constructability.
- Manage a team of 3-5 teammates. Delegate tasks and be a good communicator to people at all levels.
- Be an effective project leader. Motivate and inspire team members.
- Prepare fee proposals, change orders and review/approve monthly invoices.
- Be organized and thorough. Multi-task and ensure successful delivery of the project(s).
- Conduct and/or attend meetings with clients, end users, contractors, vendors, etc.
- Review the design and production drawings for accuracy and conformance with design intent and codes.
- Submit contract documents for plan check and permit. Coordinate plan check response with team.
- Build and foster strong client relationships.

Preferred Qualifications:

- Degree from an accredited architectural or related design program.
- Minimum of 8 years of full-time professional experience.
- Proficient in Revit, AutoCAD, Adobe Creative Suite (InDesign, Photoshop).
- Fundamental knowledge of California building codes, sustainable design and construction detailing.
- Local experience is highly desirable.

How to Apply:

This is a full-time position with a complete benefits package. Compensation is based on skills and experience. Please send resume and samples of design work (10 MB max) to careers@apidesign.com. This is an onsite job

AP+I Design is an Equal Opportunity Employer.
Applicants must be eligible to work in the United States.

AP+I DESIGN, INC.

Architecture + Planning + Interior Design

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