



## POSITION

### Senior Project Director

Environetics is a medium sized, dynamic, progressive, interior design firm, located 6 miles west of downtown Los Angeles. We specialize in Commercial Office Tenant Improvement projects and are currently looking for a full time permanent, Senior Project Director with commercial office Tenant Improvement interior design knowledge.

Learn more about us at [Environetics.com](http://Environetics.com)

The following are the requirements for candidates to this position:

- Minimum 10 years' experience in commercial office Tenant Improvement projects of various sizes and complexities
- Must be able to participate in marketing for new clients
- Proactively assure quality in project management and design
- Have the ability to conceptualize and manage the design process
- Ability to communicate effectively with clients and staff
- Proficiency in developing project program requirements
- Proficiency in space planning
- Proficiency in creating and managing project budgets, schedules, and scopes.
- Proficiency in preparing proposals
- Ability to negotiate project agreements and owner contracts
- Proficiency in construction methods, developing and managing the detailing process, and creating specifications, along with supervising project construction and installation
- Proficiency in reviewing and managing shop drawings
- Experience and proficiency in obtaining Plan Check Review and approval in various local government entities
- Must be able to effectively select and manage project teams, including but not limited to consultants, contractors, and staff.
- Manage team meetings
- Participate in and manage on-site project observations and administration
- Proficiency in Word, Excel and other pertinent software such as Sketchup, and Revit.
- Must have California driver's license with a good record
- Must have a car, required auto insurance and be able to visit local and distant job sites
- Familiarity with CBC and ADA requirements
- Willing to take our AutoCAD, Code, ADA and Design oriented tests

The following are the preferred qualifications for candidates to this position:

- AutoCAD proficiency
- LEED certification
- California Architectural License