

Seeking a Construction/Project Manager for Architectural Metal Systems Company in San Francisco.

Seeking a Project Manager with excellent project management skills to join a leader in the architectural metal systems. You must have architecture or construction background or have experience in exterior cladding system of architecture materials systems industry.

Company Description:

Bok Modern, www.bokmodern.com is a continually growing cutting edge company developing aesthetically elegant architectural metal systems for architects, interior designers and major construction companies nationwide. Bok Modern provides a creative ambience for a close-knit team of people who enjoy working together to create, produce and bring their visions to life. Our products include architectural metal systems, lighting and outdoor furnishings.

Job Description:

We're looking for an exceptionally organized, detail oriented person with a very strong project management skill. You must be outgoing, have the ability to coordinate with multiple vendors/ consultants and be an excellent problem solver. This position requires the candidate to juggle competing demands, meet deadlines, coordinate with cross functional teams (designers, clients, owners, architects, interior designers and contractors) to develop and drive our projects from design through production, delivery and installation. Candidate must have a professional demeanor, thrive in a service oriented position, be hardworking, punctual, honest, loyal, a motivated self-starter, have excellent work ethics, and want to be a long term contributing team member.

Qualifications

For this position you will need to demonstrate the following through a cover letter, resume and work samples

- Minimum 6 years of project management in architecture, construction or exterior cladding or architecture materials system industry
- Your project management skills must include scheduling, estimating, budgeting and coordinating with multiple vendors. Must understand the principles of Project Management, when dealing with contractors and owners
- Must be able to work on multiple projects and be an excellent at mitigation
- Must be a great manager and a team leader
- Great at Meeting Facilitation
- Must be able to work with architects and contractors on design and technical issues
- Knowledge of sheet metal or the manufacturing process a plus
- Excellent attention to detail, organizational and communication skills
- Must be able to review architecture drawings and create a "take-off," with measurements and other specifications to submit for a project estimate
- Proficient in AutoCAD and 3D software. Knowledge of Solid Works is a must. If you don't have knowledge of Solid Works, you will need to learn the program.
- Must be able to work with clients to develop and create construction detailing (i.e. mounting details) and assembly drawings
- Proficient in Microsoft, Word, Excel, Outlook, and PROJECT
- Must be organized, punctual and a self-starter

This full time position includes full medical benefits. Please e-mail your resume and any relevant work samples in PDF format not to exceed 5MB to jobs@bokmodern.com. Out of state applicants welcome if planning to relocate to San Francisco Bay Area within the next 30 days.