

RICHARD MANION

ARCHITECTURE INC.

WE'RE HIRING

PROJECT ASSISTANT - FULL-TIME, ON-SITE - LOS ANGELES

Richard Manion Architecture creates distinctive residences and renovations with a respect for traditional forms and historic imagery adapted to modern living. Our signature style draws upon traditional and streamlined classical, regional and contemporary influences to reflect authentic details, proportions and a sophisticated sense of place for the 21st Century.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- The drafting, development, coordination, and organization of project drawing sets
- Research of building codes
- Production of CAD drawings & 3D renderings
- Interpreting design intent into working drawings
- Type and assemble Project Specification documents
- Type reports, memos, letters, meeting minutes or various other documents
- Manage files through both hard copy and electronic filing management including creation of new files, filing and archiving
- Other duties, as assigned based on project needs

EDUCATION & EXPERIENCE:

- Architectural education or equivalent experience
- 2 years minimum architectural work experience is a must
- High-end residential work experience preferred

SKILLS & COMPETENCIES:

- Proficiency in AutoCAD, Sketchup, Photoshop
- Proficiency in MS Office including Excel, Word, PowerPoint and Outlook
- Strong computer skills with the ability to learn and master new systems and applications
- Flexible and able to function well in a fast-paced environment
- Great interpersonal skills and the ability to interact with all levels of staff
- Proven ability to independently solve problems
- Organizational and multi-tasking capabilities are very important to this role
- Highly organized and meticulously detail-oriented
- Ability to work independently with little supervision and in a team environment
- Outstanding communication skills both verbally and in writing

BENEFITS

- Comprehensive benefits package including medical and dental plan
- Paid PTO and holidays
- Annual performance bonus opportunities

APPLY TODAY

Qualified and interested candidates, include your resume, salary requirements, and compact representative sample of your work. Your work samples should include a sample set. Please email with subject Project Assistant to : info@richardmanion.com

Richard Manion Architecture is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability or arrest/conviction records. NO AGENCIES PLEASE: Unsolicited resumes from third party agencies will not be accepted.