

Royston Hanamoto Alley & Abey (RHAA) is a 31-person landscape architecture firm with offices in Mill Valley and San Francisco. Our projects include high profile urban spaces, parks and recreation, retail and civic centers, multi-family residential communities, campus planning and medical facilities.

We are currently seeking a project manager position for an immediate, full-time position in our Mill Valley office. The Mill Valley office is located in the charming town of Mill Valley, 10-minutes north of the Golden Gate Bridge, a 20-minute drive from San Francisco. We are a team-based firm that values professional growth, work-life balance, and a friendly, open-office environment.

Project Managers at RHAA typically track projects from concept design through construction documentation, and continue through construction administration. Responsibilities will include:

- Support of principals in client communication and relationship building
- Management of project scope and budget
- Interact with principals and front office in the communication of workload projections and billing coordination
- Lead and manage support staff
- Project initiation and planning
- Support of principals in development of design concepts
- Client and public presentations
- Develop project schedules and work plans
- Develop cost estimates
- Research and development of planting palettes
- Research of site materials, finishes and furnishings
- Drafting and documenting design plans and details through all phases of the design process
- Preparing plan, section, and perspective renderings, as well as other presentation materials
- Assisting other teams with production as required
- Support principals and marketing department with proposals and interviews

Strong candidates will have 7-10 years of experience in a landscape architecture office, an accredited Bachelor's or Master's degree in Landscape Architecture, and will demonstrate the following:

- Interest in team-based, collaborative work
- Innovative and creative design ideas
- Leadership
- Staff training and development
- Strong communication skills – written and verbal
- A solid understanding of construction detailing, techniques, and BMP
- Organizational and business management skills
- Excellent graphic design skills
- Proficiency in AutoCAD
- Revit proficiency a +
- Adobe Creative Suite and SketchUp a +

Our benefits include a flexible work schedule, 401K, profit sharing, medical, dental and more. See our website at [www.rhaa.com](http://www.rhaa.com).

MUST HAVE A VALID WORKING VISA. NO H1B WILL BE SPONSORED.

To apply, please submit a resume, work samples and letter of interest in PDF format not exceeding 8 MB. Submit ASAP by email to:

[job1@rhaa.com](mailto:job1@rhaa.com)

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