

If you're seriously looking to advance your career we might be the place for you. For the right individuals we are prepared to match your investment in yourself. In return for, and proportionate to your professional commitment, we will surround you with great people, projects and learning opportunities.

#### **Who we are:**

Callander Associates is a 26 person planning and design practice established, sustained and energized by individuals committed to the field of Landscape Architecture. We are passionate about our work! Our offices provide excellent collaborative work environments. With senior staff, great projects and great people to be found in all our offices, the resources available to our staff to do their best work are unlimited. We look for people that will thrive, grow and contribute in this environment. Please visit our website at [www.callanderassociates.com](http://www.callanderassociates.com) to learn more about us.

#### **What we're looking for:**

Project Manager's must successfully manage all aspects of a project including design, project scheduling, resource allocation, staff and subconsultant oversight, budget management, client meetings and presentations. This position requires familiarity with all phases of project development from master planning through construction administration. Important skills include the ability to maintain strong client relationships, meet project financial goals and ensure the project team is providing a high level of service. We will work alongside as you build upon your skills to help you grow within the firm and ensure you become an effective Project Manager.

#### **Qualifications:**

- Experience in managing multiple projects simultaneously
- Ability to prioritize and work independently
- Skilled in effective use of supervisor's time
- Skilled in effective use of support staffs' time
- Ability to assess challenges and provide recommendations
- Ability to operate independently as circumstances dictate (attend meetings, participate in teleconferences, coordinate with other design professionals, etc.)
- Experienced in scheduling competing interests and effective utilization of scheduling software (Microsoft Project or equal)
- AutoCAD and Microsoft Office Suite proficiency
- Adobe Creative Suite and Sketch Up skills a plus
- Degree in Landscape Architecture
- Licensed in the State of California or actively engaged in obtaining licensure
- 5 years of progressively greater responsibility acquired while employed by a licensed Landscape Architect with a minimum of 2 years acting in the role of a project manager

#### ***What we offer (besides our great office culture!):***

**Benefits:** We offer excellent benefits including: 401k with a match, full premiums paid for medical and dental for full time employees, long term disability, an all-inclusive paid time off (PTO) program, continuing education program, and reimbursement for alternative transportation.

Work Environment: The opportunity to collaborate with our talented core of seasoned and enthusiastic staff to create vibrant public parks, bikeways, streetscapes, and other truly unique environments. From conceptual design drawings and construction documents to community workshops and client coordination, you will be exposed to the full breadth of landscape architecture while working in our educationally oriented studio environment.

**Interested and qualified individuals are encouraged to submit the following:**

- Cover Letter
- Resume
- 4-5 pages (max) of work samples that best represent you and your experience. Please include your role on the project as well as design and construction budgets.

Direct your submittal to our HR Manager, Sonja Ditto, at [sditto@cavalleyoffice.com](mailto:sditto@cavalleyoffice.com) and use the subject line "*Project Manager - Burlingame*"

*Please, no phone calls at this time. This open position is located in our Burlingame Studio. Callander Associates is an equal opportunity employer. We offer above average salaries commensurate with experience.*

GREAT PEOPLE  
..... *Building* .....  
**COMMUNITY**  
THROUGH EXCEPTIONAL SERVICE  
*and* **INDELIBLE DESIGN.**