**Project Manager – Architectural**

**Responsibilities**

Project Managers and Sr. Project Managers are responsible to drive results by coordinating the workload of the project team through all project stages to complete documents within project scope, on schedule, and meeting the client’s and Company’s budgets.  This position requires involvement with the management, production, and coordination of several projects concurrently.  Project Managers lead the project teams of large projects with a high degree of technical complexity using all project delivery methods.  Project Managers must exhibit excellent client relationship skills and are expected to be involved with marketing, proposal development, contract negotiation, and production meetings.  Project Managers must work collaboratively with individuals throughout the organization with a strong team-oriented approach.

Responsibilities include but are not limited to:

* Serves as a technical expert in project management to plan the design process and solve problems of large scope and complexity
* Establishes project scope with the client
* Identifies project related risks and proactively plans for their mitigation
* Coordinates with the project team discipline leaders regarding fee preparation
* Prepares fee proposals
* Prepares and negotiates client and subcontractor contracts
* Develops schedules and project plans
* Leads project kick off and regular project team meetings
* Communicates relevant information with the project team
* Monitors the project team’s progress against plan
* Ensures all project deliverables go through a detailed technical QA/QC review
* Monitors subconsultant work progress against contract
* Maintains frequent contact with the client
* Identifies changes in scope to prepare and coordinate requests for additional services
* Fosters positive relations with clients, subcontractors, and contractors
* Resolves project related disputes in a prompt, professional manner
* Coordinates project billing with the accounting department
* Monitors the collection of fees from clients
* Provides feedback to the Director of Operations regarding performance and work quality of project teammates
* Mentors and encourages the development of teammates
* Assists the Director of Operations to develop training and educational opportunities for less experienced project managers
* Assesses and recommends improvements relative to project management software and procedures.

**Qualifications**

* Professional expertise demonstrated through 10+ years of project management experience primarily within the commercial, industrial, healthcare, workplace, and/or hospitality market sectors. Experience working with and existing relationships with local developers is a plus.  Experience with CMAR and Design-Build delivery methods is a plus.
* Degree in Architecture or Engineering from an accredited college or university required
* Registered Architect or Professional Engineer preferred
* Proficiency with Deltek Vision, Bluebeam, and MS Suite (Word, Excel, PowerPoint and Project) preferred
* Proven ability developing meaningful professional relationships, working with a variety of personalities, and resolving conflicts with a sense of urgency
* Experience leading large client user groups through a project design process
* Working knowledge of current construction materials and methods and variety of project delivery and contracting processes
* Excellent time management, prioritization, and organization skills with the ability to become involved in and remain current on issues relating to a number of concurrent projects in various stages
* Ability to work collaboratively with individuals throughout the organization with a strong team-oriented approach
* Exceptional client management, customer service orientation, writing and presentation skills
* Strong leadership, problem solving, and decision-making skills