



PROJECT MANAGER **CLEVELAND, OH**

JOB SUMMARY

This position reports to the Vice President and Managing Principal for the Cleveland Architectural Division. This individual will be responsible for managing Architectural projects within this Division.

RESPONSIBILITIES INCLUDE

- Perform Project Management tasks for Architectural projects within the Division including, but not limited to:
 - Development of Building Programs
 - Lead the Schematic Design phase
 - Lead the Design Development phase
 - Oversee the production of Construction Documents and Specifications
 - Coordinate all Consulting Engineers and Project Team members
 - Assist with the Bidding phase
 - Assist in the preparation of presentation materials for project meetings
 - Issue Addenda as required
 - Conduct construction site visits as necessary
- Assist in the firm's marketing effort by making marketing calls, attending pre-proposal meetings, and maintaining client relationships

INTERPERSONAL REQUIREMENTS

- Ability to work effectively with clients, consultants, contractors, staff, and other agencies
- Organization skills and ability to multi-task
- Self-starter and ability to work independently, as well as in a team environment

WORK EXPERIENCE REQUIREMENTS

- Minimum 5 years' experience
- Knowledge of Architectural detailing, construction methodologies, and project management
- Microsoft Office, including Word, Excel, and Outlook
- AutoCAD, Revit, Sketchup, and Adobe Photoshop preferred
- Must be authorized to work in the U.S.

EDUCATION REQUIREMENTS

- Professional Architecture degree

BENEFITS

- Medical, Dental, & Vision Insurance
- Long Term and Short Term Disability
- Life and AD&D Insurance
- Paid Holidays, Vacation, and Sick Days
- Discounted gym membership
- 401(k) Savings Plan

Compensation will be commensurate with experience.