



SENIOR PROJECT MANAGER
ARCHITECTURAL DIVISION
Dallas, TX

JOB SUMMARY

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

RESPONSIBILITIES INCLUDE

- Project Management of Architectural projects within the Division
- Direct project management, planning, oversight, and reporting on Architectural projects in the Division
- Assist in the firm's marketing effort including, but not limited to:
 - Make marketing calls
 - Assist in proposal preparation
 - Attend pre-proposal meetings
 - Maintain client relationships
 - Attend marketing conferences
 - Speak at trade or market conferences

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
- Ability to plan and monitor job progress and performance of project team and report to Managing Principal

WORK EXPERIENCE REQUIREMENTS

- Minimum 10 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
- Market sector presence preferred
- Registration is required
- 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.

Send resumes to: Jennifer Sizemore – jsizemore@bciaep.com

www.brandstettercarroll.com