

Position: Architectural Project Manager
Location: Atlanta, Georgia

Based in Atlanta, THW Design is a multi-disciplinary firm with over 50 professionals, encompassing Architectural, Interior Design, and Land Planning studios. By seamlessly integrating these studios, the firm delivers award-winning projects with a focus on consistent and meaningful design. Recognized as one of the top senior living design firms in the nation, as well as expertise in airport lounge development & design, THW Design brings a distinctive emphasis on hospitality and community-based approaches.

Within THW Design, you'll encounter a diverse and collaborative group of professionals who collectively share a deep compassion for the individuals residing and working in the communities we design.

Full Time Position Scope & Responsibilities:

THW is seeking a Project Manager experienced in commercial projects, senior living, hospitality, multi-family, residential housing and mix use.

The successful candidate will be proficient in discerning client project goals, objectives, and quality expectations, the Project Manager plays a crucial role in communicating this information effectively to the project team. Whether handling multiple small or medium projects or overseeing a large/multi-building project, the project manager diligently executes core project management responsibilities, this includes enforcing and communicating company policies and procedures, collaborating closely with Principals, Marketing, Accounting, Quality Assurance, and Technical Services. Candidate responsibilities encompass securing projects, establishing agreements, engaging consultants, project planning, budget and schedule control, client management, handling project changes, navigating crises, and overseeing project closeouts.

Qualifications and Skills:

- Proven capability in all phases of the Architectural design, design documentation and construction process, from Programming through Contract Administration.
- Implementing the directions of a Principal-in-Charge regarding all matters related to Project initiation, implementation, development and execution, including financial performance, and preparation of consultant agreements.
- Ability to make decisions and recommendations that are recognized as authoritative and have an impact on a company's activities.
- Planning, organizing, and supervising the work of multi-disciplined project staff.
- Coordination of interdisciplinary design documentation including Architectural, Interior Design and Land Planning / Landscape Architectural staff.
- Maintain communications and positive relationships with the client, consultants, and team members.
- Use the company's project management tools for project initiation, planning, billings, collections, and labor tracking.
- Review staff hour status and projections with the project team. Discuss with CFO and COO, on a regular basis project profitability, collections, and backlog projections.

Other Qualifications:

- Minimum of bachelor's degree from an accredited professional degree program.
- 10+ years of progressively more responsible experience in a professional Architectural practice, and on the path to, or is a currently licensed architect.
- Has at least 2 years of experience as an Assistant Project Manager.
- Good understanding of Revit and be well versed in Smartsheet and MS.