

Position: Architect: Senior Project Manager
Location: Atlanta, GA

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 Design is seeking a Senior Project Manager with significant project management and technical expertise as relates to Codes, construction methods, detailing & constructability. Experienced in commercial projects, senior living, hospitality, multi-family, residential housing and mix use.

The successful candidate will have proven experience leading production teams in generating complete Permit and Construction sets. Demonstrating expertise in managing production workflow, coordinating with consulting engineers, and overseeing internal QA-QC. The candidate will be adept at making authoritative decisions with a technical impact on the Studio's design documentation and Construction Administration activities. In addition to balancing multiple medium and large projects, the senior project manager will execute core project management responsibilities, communicate, and enforce company policies and procedures, and mentor other project managers. Collaborating closely with Principals, Marketing, Accounting, Quality Assurance, and Technical Services, the senior project manager will play a pivotal role in securing projects, establishing agreements, engaging consultants, planning projects, controlling budgets and schedules, managing clients, 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.
- Thorough understanding of construction documentation standards and best-practices
- Proven capability in all aspects of the construction administration process including:

- submittal review
- RFI research & responses
- field visits & associated reports
- change request reviews

Other Qualifications:

- Minimum of bachelor's degree from an accredited professional degree program.
- 15+ years of progressively more responsible experience in a professional Architectural practice.
- Has at least 2 years' experience as a Project Manager.
- An Architectural license with NCARB certification.
- High level understanding of Revit and be well versed in Smartsheet and MS Office.