

Careers Page

Position: Architectural Project Manager

Full Time Position Scope & Responsibilities:

We are seeking an Architectural Project Manager, experienced in commercial projects, preferably hospitality /multi-family and / or senior living with the ability to identify the client's project goals, objectives and quality expectations, and communicate this information to the project team. 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. Making 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. Interdisciplinary design and design documentation coordination of Architectural, Interior Design and Land Planning / Landscape Architectural staffs. 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.

Qualifications:

Degree from an accredited professional degree program

15 or more years of progressively more responsible experience in a professional Architectural practice

An Architectural license and NCARB certification

Working ability in AutoCAD and Revit a plus

Reply to John Enwright by email; humanresources@thw.com, THW Design, 2100 RiverEdge Parkway, Atlanta, GA 30328