

10223 McAllister Fwy. Ste 205
San Antonio, Texas 78216

210 829 1600 P.



ASSISTANT PROJECT MANAGER

FIRM OVERVIEW

Acuform is a small, progressive architecture firm committed to serving our clients, improving our community and supporting our team. We offer a fun, creative work environment, friendly colleagues, and a competitive benefits package. We are currently seeking responsible individuals with strong growth potential to join our team and help our company grow.

JOB BRIEF

The Assistant Project Manager is a pre-licensure professional position. He/she should be very familiar with the entire design and build process. The Assistant Project Manager should be capable of producing and coordinating drawings and notes for small projects and effectively support the Project Managers and Firm Principals in larger projects. He/she should be generally familiar with the processes of site evaluations, regulatory approvals, bidding, and construction contract administration.

JOB SKILLS

The successful candidate will have strong interpersonal skills, including oral and written communications. He/she should be organized and possess the forethought to think through project activities and plan for upcoming required resources.

JOB DUTIES

- Model schematic design alternatives incorporating client program
- Research materials, systems and components for incorporation into projects
- Establish and maintain project budget and schedule for small projects
- Coordinate the services of other design professionals
- Resolve constructability conflicts and secure regulatory approvals
- Communicate with clients, consultants, and contractors (written and oral)
- Assist with project bidding, negotiate and prepare contracts for construction
- Manage submittals, RFI's, and change orders during construction
- Assist with project closeout tasks including record documents and warranty services

REQUIRED BACKGROUND

- Education: Professional degree in architecture
- Experience: 3-5 years of related work experience

OTHER REQUIREMENTS

- Must have personal vehicle for use for office errands during work day
- Must be capable of maneuvering around construction sites and climbing ladders