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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.

JOB BRIEF

The Project Manager is responsible for a broad range of activities including initial site investigation, the procurement of construction documents, and construction observation activities. He/she is the team leader for concurrent projects in various stages of design and construction and is responsible for overseeing and directing the activities of technical personnel and coordinating the work of project consultants.

JOB SKILLS

The successful candidate will have strong interpersonal skills, including oral and written communications. He/she should be well organized and must be capable of running small to mid-sized projects with minimal supervision.

JOB DUTIES

- Maintain and coordinate office BIM standards and Revit libraries
- Organize project schedules and delivery process milestones
- Lead design team with development of design and procurement of documents
- Direct and instruct inner-office technical personnel with specific tasks
- Research building components, systems, and technologies for incorporation
- 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

REQUIRED BACKGROUND

- Education: Professional degree in architecture
- Experience: 5-7 years of related work experience
- Licensure: Preferred but not required

OTHER REQUIREMENTS

- Must be proficient in Autodesk Revit
- Must have personal vehicle for use for site visits and meetings during work day

