Architectural Project Manager

AL : A is a small, progressive, architectural design firm located in downtown Las Cruces, New Mexico. Guided by principles of craft and innovation, AL : A creates building designs that inspire and resonate with their place.

We are seeking an Architectural Project Manager with a passion for great “design”, its execution, and the craft of construction. The position offers a key role in the firm working on modern building projects ranging from custom homes, multi-family residential, commercial, medical, boutique hospitality, and private schools.

Responsibilities

- Coordinate / execute project drawings, specifications, and documentation from early design phases through final construction inspection
- Prepare project code analyses and local ordinance applications
- Interaction and communication with anyone in a manner that reflects the firm’s core values
- Lead agency and consultant meetings as required
- Prepare and oversee agency submittals
- Prepare/lead bid documentation and value engineering as necessary
- Track project budget through all phases of the project
- Prepare redlines and reviews of junior/remote staff work
- Demonstrate ability to problem-solve using design skills and construction experience
- Travel (as necessary) for job site visits and project related activities

Qualifications

- Architectural license or on direct path to licensure
- An accredited First Professional Degree equivalent to a Bachelor of Architecture or Master of Architecture
- 8 - 10 years of work experience through all phases of the building design and construction process
- Well versed in the analysis of Building Codes and Municipal Ordinances
- An inherent curiosity and motivation to always continue learning and to stay current with advancements in building design and construction

- Strong project management skills for an efficient workflow and the ability to multi-task and work on multiple projects and design phases simultaneously
- Strong verbal communication skills, **a sense of humor** and a desire to contribute to a small, dynamic design firm

Knowledge, Character, Abilities

- Management, drawing documentation, and construction experience with various project types to include custom homes, multi-family residential, commercial, medical, boutique hospitality, and private schools
- Ability to create construction details as necessary for the project
- Strong ability to convey design solutions through graphic representation
- Excellent written and verbal communication skills
- Strong leadership skills and self-motivated
- Capable of multi-tasking and meeting deadlines
- Punctual and organized
- High proficiency with Autocad
- Proficiency with Revit, Sketchup & Bluebeam
- Proficiency with Microsoft applications
- Working knowledge of Adobe Suite applications

Please send an email or cover letter indicating your interest in the position, your “starting date” availability, and salary expectations. Include a CV / resume, project portfolio (pdf or web-link) and pdf “construction document” samples (plans, sections, details - no more than 15mb)

Send to: armando@alopezarc.com and type “**project manager**” in the subject line

AL : A
221 N. Main St., Studio E
Las Cruces, NM 88001
www.alopezarc.com