

Project Architect / Project Manager Job Description

11/8/2024

Hartman + Majewski Design Group (H+Mdg) is seeking Architects and Project Managers to join our team. We are a collaborative and innovative group that enjoys a healthy and flexible work environment and strive to live our values of integrity, respect, professionalism, and engagement every day. Ideal candidates will share our passion for building and transforming communities. At H+Mdg, we pride ourselves in our supportive staff culture and client-focused project management that encourages and rewards a seller-doer attitude while providing ample opportunities to develop and maintain client relationships. You will also have responsibility for coordinating and leading project teams to deliver quality projects that make our clients successful.

Architects/Project Managers will be responsible for successfully completing a range of project size and types as part of on-call contracts and stand-alone projects, and will:

- Work to grow relationships and market share in their areas of expertise.
- Develop and maintain client and partner relationships through building trust and providing high levels of service.
- Plan, coordinate, communicate, and facilitate activities of several disciplines on multiple projects from concept through completion.
- Collaborate and coordinate with internal and external stakeholders and partners.
- Supervise and lead a design team to provide collaborative design solutions and construction documents.
- Manage project delivery, including scoping, budgeting, maintaining schedules, meeting budget objectives, communicating, and meeting deadlines.

Preferred Skills and Experience

- Minimum 5 years related experience
- Customer-focused with good relationship-building and conflict-resolution skills
- Ability to make thoughtful, informative, and persuasive presentations to clients
- Working collaboratively with internal and external project team members
- Ability to represent H+Mdg in a professional, competent manner
- Excellent written & verbal communication skills
- Ability and willingness to lead, participate and develop RFP responses
- Strong analytical and problem-solving skills
- Monitor and ensure compliance with project requirements and building codes
- Revit/BIM experience is highly desirable
- PMP or Project Management Certification is preferable.

Minimum Qualifications / Requirements

- Professional architectural registration
- Ability to obtain and maintain a security clearance for various Federal agencies

Benefits

- Flexible Work Schedules
- 401 (k)
- Paid Annual Leave
- Professional Development Plan
- Opportunity for firm ownership