



PROJECT MANAGER

ALLIANCE ARCHITECTS is an award-winning full-service architectural firm with highly experienced architects, engineers and technical staff. Our client-focused firm serves the greater Midwest and beyond. Our core practice areas include education (all levels), municipal, cultural, multi-family, and senior living development.

We are seeking experienced candidates for the full-time position of Project Manager in our South Bend, Indiana office.

Job Responsibilities:

- Report to the Principal responsible for the individual project.
- Collaborate and develop design solutions.
- Implement the design direction, develop technical drawings and specifications, and direct the overall project schedule and budget.
- Supervise, direct, and properly sequence the activities of a project team, including all design disciplines/consultants during all project phases.
- Create drawing mark-ups for Project Architects, Draftspersons and Emerging Architects to execute.
- Develop Project Specifications.
- Prepare and present design exhibits to various client audiences.
- Coordinate all client contact and maintain close working relationship at all levels throughout the project.
- Manage Construction Procurements for Single Prime General Contractors.
- Review building codes and local zoning to assure that design complies with the applicable legal standards.
- Research and select the best materials and systems for the construction of a building.
- Travel to project sites as necessary and prepare Construction Observation Reports.
- Act as a positive representative of the firm and its core values.

Requirements/Key Skills:

- NAAB accredited professional degree.
- Architectural registration in US and LEED AP are highly desired but not required.
- 10 years of relevant architectural experience.
- Capable of both conceptualizing a building's design and developing construction documents for its implementation.
- Strong communication and graphic presentation skills.
- Highly organized and efficient with time; able to work on multiple deadlines at the same time.
- Ability to collaborate with others.
- Proficient in either Revit or AutoCAD.
- Other software capabilities that would be beneficial including Adobe Creative Suite, SketchUp and rendering programs such as Lumion, V-Ray, Enscape, etc.

ALLIANCE ARCHITECTS is an Equal Employment Opportunity Employer.

Please submit a cover letter, resume and portfolio of your work to blamie@alliarch.com .