



# PROJECT MANAGER



We are currently seeking an architectural project manager to join our team in San Antonio, Texas. As a project manager, you should be a licensed architect or pursuing licensure, and you will develop project designs and plans for all phases of projects and coordinates design consultants while monitoring drawings. You will handle multiple small/medium-sized projects, progress the design and plans through all phases of one or more projects, and prepare presentation and design drawings. You will also coordinate all work, trades, and agencies related to design while monitoring drawings in conjunction with the senior project manager. The ideal candidate is experienced in all phases of the work, including team management, oversight, and project planning. You can also prepare material needed for presentations and RFQs as needed and engage in networking organizations and activities.

## Responsibilities

- » Tracking project budgeting, schedule, and additional services
- » Coordinating and redlining entire drawing sets. Final review of team's work and maintaining office guidelines and standards
- » Manages overall project staffing, schedule, and project budget
- » Writes proposals for prime and consultants
- » Actively engaged in outside marketing opportunities and presentations
- » Coordinate with consultants, team members, and the client
- » Work with client/owner contractor relationships, budget, code, and jurisdictional requirements
- » Offer onsite assistance in constructions observation
- » Network to build relationships with new clients and return clients

## Experience Required

- » Bachelor's or Master's degree in architecture with a MINIMUM of eight or more years of experience
- » Fully proficient in the Adobe Suites (PDF Creator), Adobe Acrobat 9.0 and Bluebeam
- » Fully proficient in Revit and AutoCad

## Desired But Not Required

- » Familiar with Sketchup or other related software
- » Architectural licensure

## Skills and Qualifications

- » Work with all project sizes, including projects valued at \$10 million plus
- » Apply strong architecture and detailing skills and proficient in constructions administrative processes
- » Proven effectiveness coordinating with contractors, architectural teams, and consultants

- » Proficiency with MS Office/Project and familiarity with Revit
- » Ability to successfully lead/organize a team of multiple disciplines and consultants
- » Proven track record with public speaking and networking
- » Analytical thinker with strong problem-solving skills
- » Detail oriented and organized with proven experience in managing multiple projects simultaneously
- » Strong attention to detail and accuracy
- » Strong organizational and prioritization skills
- » Professional verbal and written communication skills
- » Ability to retain and appropriately apply new information learned
- » Ability to work independently or with limited supervision when appropriate

## Benefits

- » Salaried position; commensurate with experience
- » Bonuses
- » Profit sharing opportunities are reviewed twice a year
- » Professional development
- » Medical, dental, vision and life insurance
- » Disability insurance
- » Paid company holidays
- » Paid PTO
- » 401(k) retirement plan
- » Charity and community involvement
- » Family-oriented culture

## Contact

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\*RVK is a drug-free workplace. RVK is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, sexual orientation, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by Federal, State and Local Law.