



**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.

- » Handles multiple small / medium projects.
- » Progresses the design and plans through all phases, of one or more projects and has responsibility for preparing presentation and design drawings.
- » Coordinates all work, trades and agencies related to design while monitoring drawings in conjunction with the Senior PM.
- » Experienced in all phases of the work, including team management, oversight, and project planning.
- » Prepares material needed for presentations and RFQ's as needed, while engaging in networking organizations and activities.

#### **Responsibilities**

- » Tracking Project Budgeting, Schedule and Additional Services.
- » Coordinating and Redlining Entire Drawing Sets. Final Review of Teams 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**

- » Requires a Bachelor's or Master's degree in Architecture with **10-15 years of experience minimum.**
- » 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 \$10M 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 and Project with familiarity and 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

\*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.