



ARCHITECTURE
+
DESIGN

Employment Opportunity

(email letter/resume to contact@bobswain.com or mail to address below)

We are seeking an experienced Architectural Project Manager. A team player: with the ability to understand our holistic design approach and visualize a problem in three dimensions, with a focus on concept, solution development and the capacity to maintain project integrity.

Primary responsibilities include:

- Overall management of a project, including proposal writing, design, presentation, design development, construction documents, and construction administration
 - Ability to manage multiple projects simultaneously
 - Manage client relationships and serve as client contact
 - Manage other team members in production of project documents
 - Coordination of consultants
- Serve as primary project manager and knowledge resource within the office
 - Establish and manage project schedules
 - Establish and manage project budgets, contracts and review monthly billing
 - Establish and manage potential project and billing forecasts

Qualifications:

- Passion for innovative design and sophisticated detailing with strong design and graphic skills
- Working knowledge of residential code requirements, building systems, materials and detailing
 - Demonstrated ability to work efficiently, with clarity and focus on project objectives
 - Strong communication and organizational skills and ability to thrive in a small, collaborative, and studio environment
 - Competency in AutoCAD
 - Knowledge of Sketch-Up and Adobe CS (Photoshop, Illustrator and InDesign) preferred
 - Familiar with Mac OS platform preferred
- Professional and/or Masters Degree of Architecture
 - Washington State License or on track for License
- 6 to 10 years of experience