



**JOB TITLE:** Architectural Project Mgr.

<b>GENERAL DESCRIPTION</b>	
<p>We are seeking an experienced Architectural Project Manager within our Product Development team. This talented team member will research programs, plans, designs, and administers projects applying knowledge of architectural design, construction detailing, construction procedures, building codes, and building materials and systems. A successful architectural project manager will focus on elements involved with the client &amp; project team relationships, including contractual obligations, project &amp; team expectations, and most importantly, clear communication with all parties. The Architectural Project Manager will report to the Vice President of Product Development.</p>	
<b>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>– Has full responsibility for managing all architectural aspects of projects - including research, product development, design assist, schematic design, construction documents, construction administration, and others.</li> <li>– Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.</li> <li>– Responsible for interpreting, organizing, executing, and coordinating assignments.</li> <li>– Involves exploration of subject area, definition of scope, selection of items for investigation, and development of novel concepts and methods.</li> <li>– Manage multiple clients, multiple projects, and multiple project teams.</li> <li>– Manage projects throughout entire process, from preliminary sketches and designs, assistance in working drawing production, through construction administration.</li> <li>– Oversee the technical production of project work, assuring that the work is produced on schedule, profitably, and in conformance with Wells quality standards and client contracts.</li> <li>– Ensure compliance with applicable codes and regulations.</li> <li>– Create and maintain positive working relationships with clients, consultants, and regulatory agencies.</li> <li>– Review and evaluate architectural construction documents utilizing applicable codes/standards/guidelines/laws, appropriate municipal ordinances, and construction and engineering standards.</li> </ul>	
<b>KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED</b>	
<ul style="list-style-type: none"> <li>– Ability to think outside the box to generate creative ideas and a passion for representing Wells in a professional manner.</li> <li>– Technical level of understanding of most building types, thorough understanding of construction processes, activities and scheduling, solid understanding of building materials and methods and the technical aspects of building enclosures, structures, and systems.</li> <li>– A working knowledge of accessibility standards (FFHA and ADA) a plus.</li> <li>– Proficiency in Word, Excel, AutoCAD, Revit, and Bluebeam.</li> <li>– Multi-family residential/multi-use development experience a plus</li> </ul>	<ul style="list-style-type: none"> <li>– Excellent communication skills with team members within office, and external client communication.</li> <li>– Conveys a high level of professionalism to all aspects of the job.</li> <li>– Takes initiative and displays a positive attitude and behavior traits.</li> <li>– Self-starter and capable to work independently and collaboratively within a team.</li> <li>– Demonstrates strong problem solving and has a desire to learn new processes and technology.</li> <li>– Ability to work under deadline pressure</li> </ul>
<b>EDUCATION REQUIREMENTS</b>	<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>– Eight or more years of experience, licensure required, bachelor's degree in architecture from an accredited program.</li> </ul>	<ul style="list-style-type: none"> <li>– Office /Desk position</li> <li>– Some travel required</li> </ul>

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

Wells is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, disability, or protected Veteran status.