



HARWOOD
INTERNATIONAL

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Architectural Project Manager

Summary

As Architectural Project Managers, these professionals must exhibit leadership skills to manage architecture projects from conception to completion. They are skilled professional with proven record of accomplishment on completed projects. They are the expert in their field and have complete understanding of design process, construction techniques, building standards, codes, and regulations. They work well in a team setting with other managers to share project data, exchange ideas, and move forward to complete all project tasks within a given timeframe. HDF Architectural Project Managers work in a fast-paced environment and use their strong multitasking abilities to prioritize tasks.

Classification

Exempt / Salaried

Essential Functions

Job Functions

- Managing architecture projects on behalf of HDF/HI.
- Oversee all or various aspects of project management, including:
 - Project Conception and Initiation
 - Project Planning and Programming
 - Project Budget and Schedule
 - Project Closing
- Design and facilitating design tasks
- Providing technical advice for design concepts, project constructability, shop drawing review, and performance review
- Develop research, cost data for new and remodel projects
- Jurisdictional review and permit
- Coordinate project program requirements with other inhouse departments
- Coordinate with various consultants and city officials
- Lead project team meetings
- Participate in inter-departmental meetings
- Project status and progress report
- Other duties as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Project management
- Strong written / verbal communication skills
- Decision making / judgment

- Interpersonal skills
- Personal organization
- Managing performance
- Brand awareness
- Quality
- Leadership
- Communication (written/oral)
- Sense of urgency

Supervisory Responsibility

Yes

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Required Education & Experience

- Master Degree in Architecture or Bachelor of Architecture (5-year Professional), or equivalent degree from an accredited program/college.
- Minimum 8-10 years of experience in the design field with at least 5 years in the project managerial position.
- Experienced in at least 3 or more of the following project types: High Rise, Mixed-Use, Commercial/Office, Commercial/Retail, Multifamily Residential (Luxury Condos & Apartments), Hotels & Resorts, and Restaurants.
- Architect Registration a plus
- PM Certification a plus
- Commercial real estate industry experience
- Expert knowledge of design process and construction details, building industry and products, and quality standards
- Extensive understanding of related construction processes
- Expert knowledge of building codes and regulations, jurisdictional review and permit process
- Excellent drawing skills and efficient with design software (AutoCAD, Sketchup, Adobe Photoshop, etc.)
- Fluent in Revit and BIM
- Experienced with project management and scheduling software

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms,

conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com