

PROJECT MANAGER

FULL-TIME | DETROIT, MICHIGAN

JOB DESCRIPTION

The Project Manager manages all phases of the project through construction including budgeting, scheduling, planning, design, construction documents with authority to direct and monitor all activities. The Project Manager has leadership responsibility in managing both the client relationship (in collaboration with Principal-in-Charge) and project success, as measured by client satisfaction, work quality, and profitability.

WORK EXPERIENCE REQUIREMENTS

Design and Technical Skills

- Understands design philosophies, overall building design concepts, design software technology, and delivery methods
- Understands and responds to the technical implications of design decisions
- Promotes firm and project goals of excellence in design, execution, and sustainability
- Previous experience with large sports and entertainment facilities a plus
- Understands all aspects and phases of the architectural, design and production process

Project Management Skills

- Guides, mentors and/or performs project planning based on pre-defined Charter for all knowledge areas
- Manages end-to-end projects for the firm at both the strategic and tactical level
- Defines, monitors and maintains control of the scope of work and services for the project including project schedule and work plan
- Prepares and negotiates client and consultant proposals, fees, schedules, and contracts
- Primary coordinator of all communication between the client and the Firm, (including Managing Principal, Design Principal, and Technical Principal) insuring timely resolution of client concerns and management of business issues including contracts and additional services
- Responsible for the complete integration of design and technical aspects of the project
- Responsible for the clear and timely communication of information to the project team and to insure compliance with the project team's goals
- Monitors the performance of the project team and approach, to assure that the Firm's quality standards and design goals are being met; identifies and implements corrective action as necessary
- Serves as a guidance resource to Project Managers, providing oversight as necessary
- Establishes, maintains, and documents regular project related meetings including client, internal team and consultants meetings.
- Initiates, documents, and maintains project set-up, including contract review, project process and filing procedures, work authorizations, assisting accounting in timely distribution of invoices
- Responsible for meeting or exceeding the financial goals established for the project and providing timely and appropriate information to Project Accountant to initiate invoicing
- Direct contact responsibility with clients and associated consultants, to insure timely collections and management of delinquent accounts receivables
- Insures the orderly and complete preparation, distribution, and retention of all project written records
- Considers risk management by monitoring client issues and technical issues in a timely manner to minimize liability
- Responsible for the orderly close out of projects including contractual requirements is hiring daring designers + innovative thinkers

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Project Management Skills (con't)

- Follows through with post contract administration requirements (ie: follow-up phone calls to insure client satisfaction and source additional marketing leads, complete final historical database, etc.)
- Coordinates staffing resources with office Operations Director
- Assures a positive team work atmosphere and assists in supporting the development and retention of quality staff including training/development/mentoring
- Participates in marketing opportunities and facilitates multi-discipline/office collaboration within firm
- Identifies strategic opportunities to provide additional value to client
- Develops and maintains successful client relationships for repeat business

EDUCATION AND PROFESSIONAL REQUIREMENTS

- Professional Degree in Architecture with 5-10 years of experience including 5 years of successfully managing projects and working with clients and consultants
- State Architectural Licensure and LEED accreditation is strongly preferred
- Advanced knowledge of design process, construction documentation, construction administration and materials
- Expert knowledge of PM methodology, tools and techniques
- PMP credentialed preferred
- Advanced leadership and project management skills with demonstrated ability to direct, mentor and coordinate work efforts of project team
- Advanced communication, negotiation, and conflict resolution capabilities
- Understands project financial management and contract administration, including project coordination, budgeting, scheduling and contract negotiations
- Advanced project management software skills (Excel, Word, MS Project)
- Basic AutoCAD and/or REVIT knowledge
- Collaborative and professional work ethic
- Strong verbal, listening and written communication capabilities including client presentation skills

If you are interested in applying to this position, please send your resume and portfolio to careers@rossetti.com

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