



# Example of Architectural Project Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of architectural project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for architectural project manager

- Leading a team of architects and designers from early concept design for presentation to clients and production of design documents
- Project Management and Design leadership on multiple complex projects, primarily Airport Terminals
- Coordinating with Design Principal and other Project Leaders
- In conjunction with the Principal-in-Charge, successfully develops strategy, prepares proposals, negotiates contracts, and executes project(s)
- May include management of teams across business lines, in remote locations and/or management of subcontractors
- Other responsibilities include business development and marketing support for proposals and presentations
- Portfolio of work across a wide variety of project sizes with a focus on Department of Defense work
- Facilitates team communication, coordination and collaboration to support assigned projects
- Communications with clients and project teams which will include public agencies, development and management of project schedules and budgets, and quality assurance
- Effectively lead and manage cross functional, multi discipline, and cross location teams to meet the project and client expectations, deliverables, and

## Qualifications for architectural project manager

- Ability to put together a complete CD set without assistance
- Ability to balance multiple projects in a fast paced environment
- Ability to execute and manage projects from inception to completion
- Must have excellent communication skills, fluent in English and be able to write and communicate effectively
- Bachelors or Master's degree in Architecture or the equivalent in experience and evidence of exceptional ability
- Project management experience on full service architectural engineering projects for the U.S. Department of Defense