



Example of Architectural Project Manager Job Description

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Our company is growing rapidly and is looking for an architectural project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for architectural project manager

- Effect working and communicating with multiple stake holders (Internal, clients, AHJ's,) to drive results and meet or beat aggressive deadlines
- Effective working and communicating with multiple stake holders (Internal, clients, AHJ's, Contractors) to drive results and meet or beat aggressive deadlines
- Manage all phases of project from Planning to Construction completion and final delivery
- Highly effective in managing construction phase of multiple projects in the field
- Manage multiple projects at a time including civil and architectural projects
- Lead and manage overall quality, schedule, budget, resources and risk management control throughout the project life cycle, of particular value would be Healthcare/ Commercial related projects
- Other relevant duties as assigned by the Project Director
- Managing review and retention of all shopping center project documents, including Civil Plans, Architectural Plans, Structural Plans, Photometric Studies, the Geotechnical Report, the Environmental Report, and Fire Flow
- Coordinating the shopping center permitting process
- Providing project support during construction

Qualifications for architectural project manager

- 12 years' experience within an architectural and or engineering profession
- Must be willing to travel to client sites globally to support assigned projects - Travel estimated at 10 to 15%, but will vary based upon project requirements
- CA Licensed Architect required
- Bachelor's degree in Architectural Engineering plus 6 years of experience preferred
- Experience managing multiple vertical projects for a large client program preferred