



Example of Architectural Project Manager Job Description

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Our company is searching for experienced candidates for the position of 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

- Organizing and arranging contracts for new architects and vendors (signage, fixtures)
- Assists in preparing project presentations
- Consistently provides complete and timely communication of project information to and from clients and project team
- Manages plan development process from charrette through final black line implementation to sales
- Manages plan change process from initial request through to final reissuance of black line implementation to sales
- Manages and coordinates all internal parties and external consultants for prototype builds
- Manages all production resources necessary for Architectural Projects within the Division
- Assists Director of Product in ensuring adherence to Master and Division plan catalogs
- Development of marketing presentations and representing firm in new business opportunities
- Consult with DAG personnel, Regional personnel, dealers and their architect/engineer/builder to review MBUSA CI/CD standards

Qualifications for architectural project manager

- Experience with multiple phases of construction preferred (new, renovation, mid-phase)
- Experience managing construction projects in excess of \$25M preferred
- Bachelor's Degree in Architecture or Engineering
- 8+ years of experience within an architectural and/or engineering position with 5+ years of experience managing multi-discipline architectural engineering building and facilities projects