



# Example of Architectural Project Manager Job Description

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Our company is looking for an architectural project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for architectural project manager

- Leads design meetings with architect and owner team
- Provides project progress reports and presentations at client executive session meetings by collecting, analyzing, and summarizing construction and budget data trends
- Provide formal retail facility planning and AOI space analysis training to home office personnel, Regional personnel, vendors and architects
- Architect, Builder/General Contractor, Environmental Engineer, Zoning and Planning Board, Americans with Disabilities Act (ADA), National/local fire regulations, Covenants, Conditions and Restrictions (CC&R's), EPA regulations, OSHA regulations, Corporate Identification
- Conventional construction, high-rise buildings, prefabricated structures, tilt-up construction, construction industry standard practices, new/emerging construction methods and technology
- Consult with DCAG personnel, MBUSA Executive Management, Regional personnel, dealers and their architect/engineer/builder to review MBUSA CI/CD standards
- Lead formal retail facility planning and AOI space analysis training to home office personnel, Regional personnel, vendors and architects
- Framingham, Westborough, & Stow Campus capital projects
- Global Project Capabilities and be willing to travel part-time to manage these projects
- Benchmarking existing project metrics and reporting to management

- DOD Security Clearance or the ability to obtain one
- Degree holder in Architecture discipline or equivalent
- Corporate Member of Hong Kong Institute of Architects or equivalent
- Corporate Member of Project Management Institute or Association for Project Management is highly preferred
- Requires minimum 3-5 years of professional, architectural experience, hospitality industry preferred
- Bachelor's degree in Architecture and/or Master of Architecture Degree from an accredited institution is required