



Example of Architectural Project Manager Job Description

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Our growing company is searching for experienced candidates for the position of architectural project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for architectural project manager

- Develop project plans and meeting all coordinated deadlines and schedules
- Project planning including schedules, budgets, time lines, and procedures
- Coordinate all planning & construction vendors including contractors, architects, and engineers
- Manage furniture, AV, technology, marketing graphic and other installs
- Coordinate and track all financial, legal, purchasing, and end user requirements
- Manage and implement fiscal year office and lab capital projects
- Manage and coordinate overseas project remotely from Framingham and travel to overseas sites as needed
- Develop and manage projects in support of fiscal year master capital plan
- Organize and coordinate contractors, and vendors to meet project plan
- Lead and manage overall quality, schedule, budget, resources and risk management control throughout the project life cycle of healthcare related projects

Qualifications for architectural project manager

- Must have architecture and construction background, with project specific project management experience
- Ability to direct architectural site planning program
- Participatory, team approach in all aspects of project management, including

- Proficient in AutoCAD (V2016), Google Sketch Up, Adobe Creative Suite and Microsoft Office Suite is required
- Some travel nationwide may be required as necessary (15-20%)
- Manage projects to meet scope, schedule, and budget requirements