

## HJ Job Description

HJ is looking for a Project Manager with 5 to 10 years of architectural experience and preferably with at least three years of recent experience as a Project Architect/Project Manager. A professional degree in architecture is required and you must be licensed. (In pursuit of becoming licensed might be considered in some instances.)

The ideal candidate will have a proven passion for being in the NWA area and working on local projects. A high level of interest in the NWA area and subsequent community involvement, i.e. professional, cultural, or civic participation within the area, is highly regarded.

Proficiency in Revit is required. Adobe Creative Cloud skills are preferred.

Our studio culture is very important to us. Being comfortable working collaboratively in an environment where the individual takes responsibility for their work, as well as for the collective whole, must come naturally to you. We work daily to attain our in-house maxim - "We serve one another to serve our clients".

Candidate will be responsible for

- Leading team members, coordination with consultant and clients from project start through construction and post occupancy.
- Coordinating internal and external project efforts, both administrative and technical, while managing production and development on projects
- Preparing and executing high quality design and construction documents and perform detailed construction administration duties.
- We put a priority on highly technical construction documents, therefore demonstrating an understanding of detailing and technical development of projects is necessary.
- Delivering projects on schedule and on budget while maintaining project and firm's goals.
- Managing and coordinating regulatory submissions with review agencies necessary for project approval.
- Mentoring staff
- Representing the firm externally to clients and the community.

Additionally having exceptional leadership, collaboration, and problem-solving skills, as well as a strong work ethic and desire to grow professionally should be demonstrated.