

About the job

At GBA Architecture, located in downtown Charleston, we believe that great design has the power to transform communities and improve people's lives. We are a team of innovative and dedicated professionals who are passionate about creating beautiful, sustainable, and functional spaces that inspire and delight.

As a Project Manager at GBA Architecture, you'll have the opportunity to work on a variety of exciting projects, from mixed-use developments and educational facilities to hospitality and commercial projects. You'll collaborate with a talented and diverse team of architects, designers to create innovative and sustainable design solutions that meet the needs of our clients and the communities we serve.

Job Summary:

We are seeking a highly skilled and motivated Project Manager to join our team. In this role, you'll be responsible for leading architectural design projects from start to finish, managing project teams, collaborating with clients and stakeholders, and ensuring that all projects are completed within budget and on time.

Key Responsibilities:

- Provide limited, high level, production supervision as necessary for work involving a variety of complex features such as conflicting design requirements.
- Manage all aspects of multiple small to large sized projects.
- Coordinate all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.
- Serve as primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction.
- Actively manage client budgets, schedules, and programs, project communications and documentation, office administrative tasks, and project team assignments.
- Estimate fees, determine scope of work, and prepare proposals.
- Supervise the preparation, and check the accuracy of contract documents.
- Incorporate applicable codes, construction techniques, and sequences in various projects including all aspects of cross disciplines.
- Supervise and/or perform site observations, such as recording and reporting of existing conditions and construction progress.
- Handle problems and questions as they occur during construction. Maintain responsibility for project cost control.
- Responsible for external communications such as making telephone calls and preparing correspondence to clients, officials, and contractors as required by various projects.
- Write reports such as feasibility studies, condition reports, and recommendations.
- Supervise and perform building code reviews and prepare applications.
- Responsible for major design decisions, involving spatial, aesthetic elements, and detailing of materials.
- Document the progression of a routine project through correspondence, memos, etc. Follow routine projects through approvals and construction. Initiate contact with client and town officials.
- Exercise professional judgment in areas of contractual liability.

- Make public presentations.

Qualifications:

- Bachelor's or Master's degree in Architecture
- Minimum of 5-10 years of experience in architectural design and project management.
- Applicants that have a license is a plus but not required.
- Proficient in Revit with a strong aptitude for learning new technologies
- Familiarity with Adobe Creative Suite
- Excellent communication and interpersonal skills, with the ability to build strong relationships with clients, stakeholders, and team members
- Strong leadership and team management skills, with a proven track record of success in managing complex projects
- Ability to manage multiple projects simultaneously, while maintaining a high level of attention to detail and quality
- Thorough knowledge of building codes, zoning regulations, and construction materials and techniques
- Excellent time management skills
- Self-motivated and able to work independently
- A technical understanding on how materials come together is essential and work examples should demonstrate this understanding.

We offer a competitive salary and benefits package, as well as opportunities for career growth and development. If you're an innovative and creative thinker with a passion for architecture and design, we encourage you to apply for this exciting opportunity at GBA Architecture. Join our team today and help us create a better, more beautiful world through the power of design.