

Project Manager VIII

Supervisor: Principal

Salary Grade: Project Manager 8

FLSA Status: Exempt

Summary

Yost Grube Hall Architecture is a growing design firm seeking energetic, self-motivated, creative people looking to work in an open, team-based environment. The **Project Manager VIII** is responsible for planning, interpreting, organizing, scheduling, and managing projects through all phases of development. The project manager must demonstrate experience in all phases of architecture and engineering services, including substantial experience in project management. The project manager must also demonstrate professional skill, high standards, sound judgement, and professionalism. The project manager will act as a mentor to others and support a continuous learning environment.

Essential Functions:

- Ensure that project conforms to contractual agreement with client.
- Effectively manage project budget to ensure profitability.
- Effectively manage project schedule to ensure completion within allocated period of time.
- Maintain ongoing, positive, and productive client relationships.
- Ensure that project needs are satisfied by effectively managing project staff and resources.
- Effectively and proactively coach, mentor, and provide performance-enhancing feedback to team members.
- Implement processes to reduce risks and exposure in all phases of the project.
- Direct activities related to construction administration, including scheduling, preparation of shop drawings, field observations, report of change order and pay requests.
- Ensure that construction administration activities emphasize efficiency, quality assurance, and code compliance.

Supervisory Responsibilities:

- The Project Manager will be responsible to lead a team of various people in all phases of project development.

Qualifications:

- A graduate of an accredited Master or Bachelor of Architecture degree program.
- 20+ years of experience in an architectural firm.
- 10+ years as a licensed architect.
- LEED AP beneficial.
- Revit, Microsoft Office, InDesign, Illustrator, Photoshop and SketchUp experience preferred.
- Technical experience in development and detailing of higher education facilities and Occupancy Groups A, B, E and M.
- Technical understanding of building systems in Type I, Type II and Type III construction.
- Ability to travel internationally up to 10% beneficial.
- Bilingual beneficial.
- Excellent organizational, time management and interpersonal skills are required.
- Must have excellent writing and communication skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the requirements and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the requirements of this job. While performing duties of this job the employee is regularly required to sit, use hands and fingers, stand, walk, and reach. The employee must occasionally lift or move up to 10 pounds. The employee will be subject to moderate noise such as experienced in a business office with computers, printers and light traffic.

Note:

Nothing in this job description restricts YGH's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects YGH's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Compensation will be commensurate with experience. Employment will be contingent on successful completion of a comprehensive background screening and E-Verify. Yost Grube Hall Architecture is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, sex, color, disability, national origin, religion, creed, age, marital status, change in marital status, sexual preference, citizenship or authorized alien status, veteran or disabled veteran status or Vietnam veteran status or any other classifications protected by law.

Job will be closed on: Friday, March 31, 2017 at 5:00pm

Applicants must specify Project Manager VIII in the subject line of their submission

Please submit a cover letter, resume and 5 pages maximum of work samples to:

Leslie Maynard | careers@ygh.com