



## Architectural Project Manager

### PROGRESSIVE AE:

#### What is it you want out of your career?

If you're looking for an opportunity to grow, to be challenged, to work hard and to be part of a growing team, then Progressive AE may be the place for you. We work hard to surround ourselves with professionals who are more than just good at their job. We want engineers, architects, designers and support staff who have a desire to help shape our company. We need colleagues who will help us grow by thinking outside their job description. The work we do here is challenging, and sometimes the hours are long. But we're committed to serving our clients and providing the best solutions possible.

Progressive AE is a full-service, forward-thinking design firm. We work on projects around the country that offer a variety and challenge you won't find at many other firms. And we don't relegate creativity just to "creatives"—we encourage original thinking in every part of the organization—from support staff to engineering.

Since we're an employee-owned company, you'll be able to see the benefits of your hard work. And in return, we'll invest in you. This includes an in-depth wellness program with onsite fitness classes and health coaching, flexible schedules, continuing education, mentorship, volunteer opportunities and internal leadership positions. In fact, we've been named one of the Best & Brightest Places to Work for more than 12 straight years, named Business Leader of the Year, earned Community and Educational Partnership Awards, and are the proud winners of the Governor's Fitness Award and Best & Brightest in Wellness Award.

**We want to be the best. Are you right person to help us? Go to [www.progressiveae.com/careers](http://www.progressiveae.com/careers) to apply.**

### YOUR ROLE:

As the Architectural Project Manager, you'll be responsible for overall team management, effective client management, and for completing the work within established quality, budget, and schedule constraints. You will meet with clients in a leadership role, organize multiple projects, manage people working on projects, and remain design sensitive, while being accountable for the successful completion of each project and consistently delivering success through organized teamwork following best practices and Progressive AE processes.

### WHAT YOU WILL DO:

#### You will lead!

- You'll set goals, follow through with your team, lead effective team meetings, and set up team members to be successful!
- You'll lead your team to achieve project schedules and budget, utilizing Progressive's Design Revolution Process, and you'll interview and create agreements with a range of consultants.
- By modeling positive behaviors, values, mutual respect, collaboration, and ethical standards of practice, you'll set the bar high!

#### You will manage complex and exciting projects

- You'll set up the project for success by leading the startup, setting the budget, establishing the schedule, and coordinating team meetings so that everyone has the opportunity to succeed.
- Through mentoring of team members and collaborating with Technical and Team Leaders, you'll execute project plans, monitor plans, alert team members to changes in project scope, prepare project history, and collaborate in closing out projects, sealing documents when appropriate.

#### You will provide quality and financial success

- You will orchestrate Quality Assurance and Quality Control milestones, lead team members, and ensure project compliance through checklists and project charter, leading team members to review project specific errors/omissions and assist with resolutions.



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- You'll plan, monitor and control technical costs and scheduled performance, reviewing project financial reports in order to lead the team to achieve project profit goals.

### **You'll provide stellar service to our clients**

- You'll serve our client's best interest and maintain positive relationships, understanding what it takes to make projects successful.
- Through your networking skills, you'll define marketing opportunities and follow up on project possibilities, helping create compelling proposals and participating in effective interviews, while negotiating contracts to establish scope of work, schedule, and budget.

### **YOUR QUALIFICATIONS:**

1. Bachelor's Degree in Architecture. Master's Degree in Architecture preferred.
2. Minimum of 5 years of experience.
3. Licenses Architect with current license. NCARB registration and AIA membership preferred. LEED AP also preferred.
4. Advanced knowledge of project design and execution. Strong aptitude in planning a design with strong technical documentation skills.
5. Knowledge of Revit and AutoCAD required. Proficiency in SketchUp, Bluebeam, and Microstation a plus.
6. Good track record of effective team leadership and communication. Excellent presentation and communication skills.
7. Construction experience preferred. CSI - CDT and PMI/PSMJ certification preferred.

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