



4/29/2019

Allegretti Architects, Inc. located in St. Joseph, Michigan has an immediate Full-Time or possibly a Part-Time position available for a seasoned architect with extensive construction administration experience, as well as all other aspects of an architectural project manager / architect's responsibilities. We are looking for a person who can run a project pursuant to the standards of the architectural and construction industry, as well as managing the design contract documents phase of a project and coordinating the owner's design input with the project. Allegretti Architects is an architectural design firm with over thirty-five years of experience in residential, municipal and commercial projects in the Saint Joseph, Michigan area.

Allegretti Architects Job Position Posting:

Position: Architectural Project Manager / Project Architect

Position Type: 40 Hours per week

Experience: 10 to 15 years

Competitive salary: Based on experience and years

Multi-tasking Team Member responsible for interface with contractors, owners and building officials.

- Managing of Architectural Projects
- Contracts / Contractor Pay Applications / Change Orders
- Meeting and correspondence with Clients
- Proficient in AutoCAD, Revit, SketchUp, Photoshop and other
- Field work such as field reports, dimension documentation
- Other

ALLEGRETTI ARCHITECTS

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