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Project Manager

The individual in this position has primary leadership responsibilities in managing the client relationship, in collaboration with the Principal in charge, and project success, which is measured by client satisfaction, quality work, team professionalism, teamwork, and profitability. All technical phases of the project will be managed by the individual in this position to ensure compliance with design intent, applicable codes, ADA and other jurisdictional requirements, project scope, and budget, with the authority to direct and monitor all activities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Experienced in the aspects of construction documents required by the project and responsible for managing and coordinating the production of a complete package of construction documents for assigned projects, according to the overall office and project parameters set by the Principals involved.
- Prepare and negotiate, along with firm leadership, client and consultant proposals, fees, schedules, and contracts.
- Supervise the assigned project team and assign their work tasks to meet the project schedule.
- Be the primary coordinator of communication with the client, ensuring timely resolution of client concerns.
- Responsible for complete integration of design and technical aspects of the project.
- Review and coordinate the work of consultants.
- Monitor compliance with the contract scope of work, providing clear and timely communication of information to the project team, ensuring compliance with the project team's goals.
- Work with the Project Design Manager to develop design adjustments as required, ensuring technical and budget requirements are met.
- Monitor the team's performance to ensure office quality standards and goals are being met.
- Handle day-to-day communications and correspondence with the equivalent staff of owner, contractor, building department, etc. during the production of the documents and the construction observation phase.
- Maintain primary correspondence files for the project.
- Check or supervise the checking of shop drawings and submittals.
- Attend and record project progress meetings with the client, internal team, and consultants; make field observation reports.
- Responsible for meeting, or exceeding, the financial goals set for the project and providing timely collections and appropriate information for invoicing to accounting.
- Ongoing monitoring of client issues and technical issues, conducting risk assessments to minimize liability.
- Responsible for closing out projects and following through with post-contract administration requirements, ensuring client satisfaction, and filing historical records.
- Develop and maintain successful client relationships for repeat business.
- Report to the Principal in charge of the assigned project.



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE

- Professional degree in Architecture.
- Licensed Architect, preferred.
- Minimum 15+ years of architectural experience, including 2-3 years of project management.
- Understanding of project financial management, contract administration, project coordination, budgeting, and contract negotiations.
- Collaborative and professional work ethic.
- Strong interpersonal skills, verbal, listening, and written, and client presentation skills.

ESSENTIAL FUNCTIONS

- Provide project management for major retail projects.
- Coordinate project teams including in-house staff and consultants outside the firm.
- Review and coordinate design and construction documents.
- Perform construction administration services.
- Ability to provide organization, communication, and leadership skills needed to deliver projects while maintaining client satisfaction.
- Proficiency in AutoCAD and Revit, and project management software, such as Bluebeam Revu, Newforma (similar project database software) Excel, Word, and MS Project.
- Bring creativity and enthusiasm to our team environment.

WORK ENVIRONMENT

- Work is performed sitting at a PC.
- Travel may be required.

JPRA is an Equal Opportunity Employer. This challenging position will provide the appropriate candidate with rewarding career opportunities, a professional teamwork environment, and an outstanding salary/benefit package, including paid overtime and bonus potential.

TO APPLY

Please submit your resume via email to careers@jpra.com and we will maintain it on file for one year. Please include a cover page with a summary of your skills, how your skills would complement this position and your salary requirement.