

## **Architectural Project Manager**

Daniels Design and Remodeling in Fairfax, VA is seeking an experienced Architectural Project Manager with a full understanding of residential design and construction to lead and manage our design department. Projects include but are not limited to - Residential Kitchens, Bathrooms, Additions and Whole House Renovations. Selected candidate will be required to meet with clients and independently design and document projects for construction. This is not a sales position. The ideal candidate has a demonstrated track record of managing multiple projects of varying degrees of complexity in both technical and business capacities across cross functional teams, solid operational experience, and maintained outstanding performance as measured by key performance indicators. Successful candidates are equally capable of supporting both tactical and strategic initiatives with a focus in driving world class customer experience while providing constant updates to peers, upper management and 3rd party contractors.

### **To be successful in this Role:**

Problem solving, communication and influence will be critical skills to effectively balance the customer experience and financial responsibility. In addition, this role requires strong process management skills and a mindset for continuous improvement to help drive efficiency and performance for the company and its clients.

### **Responsibilities:**

- Lead medium and large stand-alone projects and maintain responsibility for the management of project Integration, Scope, Schedule, Cost, Quality, Communication, Risk, as required.
- Contribute to the creation of project design, scopes of work, and other relevant documents and define work breakdown structures and project plans.
- Define work units and assign them to appropriate project personnel for completion. Manage project work according to an agreed-upon baseline of schedule, resources, and deliverables and manage stakeholder expectations through a well-defined change order process.
- Update project plans, status reports, and other project-related deliverables as needed

### **Requirements:**

- Minimum 10 years progressive experience working in the field of Architecture, Interior Architecture or Interior Design.
- Professional degree in Architecture, Interior Architecture or Interior Design required. (Masters Degree preferred)
- Previous experience should include a substantial role in residential renovation.

- Exceptional skills in space planning indispensable.
- 8+ years of project management experience in remodeling industry
- 5+ years of experience managing multiple suppliers and contractor professionals
- Experience managing multiple complex projects simultaneously
- Identify enhancements to drive improvements in customer satisfaction and service operations
- Lead collaborative initiatives in support of the organizational goals
- Ability to conceptualize and communicate design ideas is critical for the position.
- Strong knowledge of design, construction methodology, materials application and manufacturer-supplier relations.
- Must live within 40 mile radius of Fairfax, Virginia
- Understanding of code regulations necessary.
- CAD proficiency required.
- Experience using Microsoft Office Suite and outstanding graphic presentation skills required
- Experience using Chief Architect, 20/20, Sketch-up, Adobe Creative Suite and other graphic programs preferred.
- Licensed Architect or NCIDQ certification preferred
- Ability to work effectively independently, self-manage deliverables and design schedule.
- Ability to manage clients through the design process.

**To apply, respond with the following:**

- Cover letter explaining how you meet the above requirements
- Resume
- Work examples that showcase the following:
  - Graphic presentation skills
  - Space planning ability
  - Construction Documentation
  - Completed Projects

Interested applicants please respond via email with resume, salary requirement and work samples.

**NO PHONE CALLS FROM CANDIDATES OR HIRING AGENCIES.**