

HamiltonAnderson

Jr. Project Manager

FLSA Status: Full-time Position, Overtime Exempt
Report to: Director of Operations
Work Schedule: Monday-Friday 8:00 AM – 5:00 PM
HAA Target Ratio: 50%-75%

Responsibilities

- Ensure accurate, complete, and timely communication of information to and from clients, consultants, and firm staff
- Ensure the preparation of accurate, complete, and value-added work products by monitoring and improving the document delivery process
- Identify and implement ideas that save client time and money or that effectively solve potential problems/opportunities
- Review interim work products/submittals and provide needed feedback regarding accuracy, completeness, and value
- Mentor Firm team members
- Ask client to identify products/services that provide the greatest value
- Ensure timely document delivery by monitoring/adjusting schedules & project RACI chart
- Ensure that the work adheres to HAA quality standards
- Communicate with client and project team members
- Facilitate and coordinate project team workflow
- Manage collections for assigned projects
- Assign/manage the needed resources
- Communicate with consultants and monitor the project team to ensure a well-coordinated project
- Complete assigned tasks on or ahead of schedule
- Increase the flow of new work by finding expanded/new work opportunities with existing clients
- Find opportunities to serve new clients
- Prepare winning proposals
- Deliver profitable projects by preparing and maintaining project work plans
- Monitor and act quickly on budget deviations (hours/\$) and extra service opportunities
- Discuss scope changes with the client and issue contract change modifications prior to the execution of work
- Maintain continuous open communication among client and firm team members
- Develop firm staff through on-the-job coaching and regular use of significant incidents, project review forms, and personal development plan discussions
- Accept responsibility for giving, seeking, and acting on feedback needed for personal career development and peak professional performance
- Keep PIC and Director of Operations apprised of project status and needs
- Resolve project-related technical problems and personnel issues
- Familiarity with and adherence to the Project Management Institute Code of Ethics and Professional Conduct

Knowledge, Skills and Abilities

- Knowledge of the commercial architecture, interior architecture, site design, and engineering industry
- Knowledge of construction methods and processes
- Broad knowledge of building systems, codes, and ADA requirements
- Familiarity with the profession of project management and the Project Management Body of Knowledge; PMP certification is preferred
- Proven ability to meet deadlines without compromising design intent or internal relationships
- Knowledge of sustainable practices; LEED certification is preferred
- Knowledge of project management techniques to include developing and monitoring project budgets and schedules and negotiating contractual terms and conditions
- Knowledge of CAD/BIM software capabilities
- Intermediate Microsoft Office and Deltek application skills
- Intermediate skills using a project management software application
- Ability to communicate effectively both orally and in writing with confidence and professionalism
- Ability to analyze and interpret project financial data
- Ability to interpret drawings, specifications, codes, standards, and regulatory requirements
- Ability to manage multiple projects

Education and Experience

- Bachelor degree in architecture, landscape architecture, interior design, planning, or related field from an accredited institution. License or corresponding certification is preferred.
- Minimum of seven years of experience producing commercial design projects with at least 3 years of experience as project manager. Equivalent experience may be substituted.