



PROJECT MANAGER

POSITION RESPONSIBILITIES

- Responsible for managing and coordinating the construction documents production department.
- Responsible for internal budget and schedule adherence.
- Establish and maintain production standards.
- Create production schedules and organize production staff to meet deadlines.
- Coordinate and manage outside engineering and consultant design work.
- Conduct quality control reviews at pre-determined milestones and coordinate Principal reviews.
- Coordinate agency reviews.
- Maintain design intent during production phase.
- Report to Principal production progress at regular intervals.
- Create and communicate to the Principal solutions to design issues for approval and implementation.
- Provide secondary client communication (Principal is primary) during production phase.
- Participate in review of production staff performance.

POSITION REQUIREMENTS

- Licensed Architect.
- Minimum 10 years experience in architecture.
- Use of AutoCAD, most current release.
- Use of Revit preferred.

Resumes can be sent to: cberry@ethosthree.com

No Phone Calls Please