JOB DESCRIPTION - Project Manager

Purpose
Caron Architecture provides dynamic and visually compelling architectural and interior design solutions for regional and international clientele across all market sectors. Every project’s success is deeply rooted in the diverse background, talent and expertise of each Caron team member.

Caron Architecture is seeking a Project Manager, with 6+ years of experience, who will be responsible for coordinating and managing all project efforts, administrative and technical; ensuring the most efficient and cost-effective execution of large and complex projects; ensuring that project work is completed on time and within budget; and serving as primary client contact and managing project staff.

Essential Functions
- Manages and oversees multiple projects
- Remains primary client contact for the life of the project
- Identifies client goals for the project in conjunction with the PIC
- Responsible for managing consultants, contracts, budgeting and billing
- Oversees the overall execution and role assignments for all phases of the project.
- Manages and develops scope/ schedule of project phases and team members
- Prepares and manages project schedule on a regular basis in conjunction with client and PA
- Identifies, projects and fulfills staffing needs on a regular basis
- Actively produces documentation
- Leads and ensures Quality Assurance /Quality Control procedures are established and completed
- Leads the design and checks for code compliance
- Mentors and provides opportunities for team members to grow in their role

Education, Training & Skills Required
- 6+ years of extensive experience in all phases of architecture required
- Licensure preferred but not required
- Bachelor’s degree in architecture from an accredited program
- AutoCAD/Revit fluent
- Excellent interpersonal communication skills required
- In-depth knowledge of local building and zoning codes
- Proven ability to deliver projects on time and budget
- Assists Management to develop new business for the firm

Other Requirements
Work is primarily sedentary in nature. Position may require visits to project sites and other occasional local travel. Site visits require ability to walk and traverse obstacles and uneven ground. Must have valid driver’s license and meet criteria for motor vehicle insurability.

Benefits
- Medical / Dental / Vision Insurance
- SIMPLE IRA plan contribution
- Partial ORCA Pass reimbursement
- Paid time off and paid Sick leave
- 10 paid holidays
- Flexible work environment
- Company-assisted continued education and professional development
- Travel scholarship program

Please submit your cover letter, resume and digital portfolio samples to info@caronarchitecture.com.
Please include the position for which you are applying for in the email subject line.