Assistant Project Manager

Myefski Architects, Inc.

Full-Time

Company Profile:
Myefski Architects, a creative and growing architectural firm servicing the commercial and residential markets, has two full-time openings for two highly motivated individuals to fill the roles of Assistant Project Manager in our Evanston, Illinois and Marquette, Michigan offices. This position involves working in collaboration with the Principal and Project Managers to successfully execute all phases of a project from conceptual design through construction.

Myefski Architects offers a competitive salary with a benefits plan that includes medical, dental, life, and long-term disability insurance, in addition to paid time off, paid flexible hours, paid holiday hours, and retirement savings plan. We are headquartered in downtown Evanston, Illinois – steps from the Davis Street CTA and Metra stations – with a growing office in Marquette, Michigan in the Upper Peninsula.

Submit resume, salary requirements, and work samples to: ezukowski@myefski.com

Job Description:
The Assistant Project Manager provides assistance to the Principal and Project Managers in the direction and management of the project team and representing the firm to the client. The primary responsibilities of this position include preparation of schematic design drawings, design development plans, construction documents, and bidding and permitting documents.

Essential job functions include, but are not limited to:

- Defining, monitoring and maintaining control of scopes of work including schedules and work plans
- Communicating with consultants, contractors, and clients, and maintaining all project correspondence
- Performing product research, detailing of drawings, and analyzing design compliance with building codes
- Participating in bid negotiation
- Reviewing and organizing construction observation documents

Job Requires:
- Commitment to design excellence
- Knowledge of all aspects and phases of the architectural, design, and production process
- Professional degree in architecture
- Minimum seven years of experience in architecture firms with two years as an Assistant Project Manager
- Active license preferred, IDP hours fulfilled and working toward licensure acceptable
- LEED AP / LEED BD+C preferred, LEED GA certification acceptable
- Solid understanding of building systems and codes
- Understanding of project financial management and contract administration including project budgeting, scheduling, and contract negotiations
- Ability to direct, mentor, and coordinate work efforts of project team
- Experience working directly with clients
- Experience with renovation projects a plus
- Strong working knowledge of Revit, AutoCAD, and SketchUp
- Demonstrated graphic capabilities preferred, working knowledge of Adobe Creative Suite
- General competency with Microsoft Office

Company Website: http://www.myefski.com

Display Date: 12/9/2014

Job City / State: Marquette, MI / Evanston, IL

Contact Name: Erin Zukowski

Contact Email: ezukowski@myefski.com

Submit To Dept: Human Resources

Submit To Method: Email

Submit To Email: ezukowski@myefski.com