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## PROJECT MANAGER

Neumann/Smith is seeking a Project Manager. The ideal candidate is technically proficient, design sensitive, and has excellent organization and communication skills. The PM should possess the ability to work as an integral part of a project team, ensuring the translation of design intent into construction documentation. The PM manages one or more projects during all phases of a project until completion and directs staff and consultants at all levels to ensure that proper steps and procedures are taken and that work is completed as planned, budgeted, scheduled and in conformance with the design intent. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### RESPONSIBILITIES

- Fosters and maintains a collaborative professional working relationship with the leadership and entire project team to strategically build and deliver a successful project, while maintaining design intent, financial performance and risk mitigation.
- Responsible for developing and maintaining client relationships and acts as the client's advocate throughout the entire project. Keeps client apprised of project progress on regular basis.
- Responsible to oversee pre-construction cost estimating to maintain alignment with owner's budget expectations.
- Responsible for developing and maintaining a detailed project work plan and overall schedule. Responsible for communicating the key deliverable dates to the entire project team at the early stages of the project and throughout as the project evolves.
- Responsible to track and manage the overall project budget, fees and labor costs for conformance to contract and overall financial outcome of project.
- Oversee schematic design, design development, contract documentation and quality control during all phases of a project.
- Manages project team for overall adherence to design intent and carry through, including incorporating Integrated Sustainable Design solutions. Reviews documents for adherence to building codes, ADA codes, City/Zoning Ordinances, AHJ, Fire Departments, etc. Exercises authority over day-to-day activity of assigned projects.
- Provides and encourages on-going and open communication with the entire project team, including the client, consultants, subconsultants and contractors.
- Provides and maintains overall leadership and guidance for all project members, including the client, project team, consultants and contractors.
- Identifies new business opportunities while developing and maintaining current client relationships.
- Participates in strategic marketing and business development opportunities.

### QUALIFICATIONS

- Master's degree in Architecture or equivalent in education or experience.
- 8-10 years' experience in architectural practice with prior management experience in all phases of projects through post-occupancy preferred.
- State of Michigan registered Architect preferred.
- Thorough understanding of project work plans, schedules, staffing and budgets.
- Strong knowledge of design, AIA contracts, alternative construction delivery, material application and cost estimating.
- Advanced knowledge of architectural building systems.
- LEED Accreditation preferred.
- Proficient in CAD, Revit and Microsoft Office Suite.
- Strong verbal presentation skills.
- Strong interpersonal skills.
- Works well under deadline pressure.
- Ability to manage multiple projects of a complex scope.

### WORK ENVIRONMENT

The work at Neumann/Smith is performed in a highly collaborative work environment. This position will provide the appropriate candidate with rewarding challenges, a professional teamwork environment and an outstanding salary/benefits package. Neumann/Smith is committed to maintaining a flexible work/life balance within a fast paced, collaborative office structure. Neumann/Smith is an Equal Opportunity Employer. To be considered for this position in an award-winning architectural firm, send your resume to [HR@neumannsmith.com](mailto:HR@neumannsmith.com).