

Senior Project Manager

Quinn Evans Architects is seeking a full-time Senior Project Manager with 15 to 20 years of experience leading large-scale, multi-phase developments involving both new and existing construction. The ideal candidate possesses excellent management and organization skills, effective verbal and written communication skills, and is experienced in all phases of design and construction. Position will require substantial face time with clients and working closely with the firm's principals to manage client expectations.

As Senior Project Manager, you will:

- Be a primary point of contact for the firm, interacting directly with client representatives.
- Manage client and consultant contracts and additional service requests.
- Manage multiple projects concurrently at various phases of completion.
- Set agendas and manage weekly client meetings.
- Work with project team leaders in assessing workloads, assigning tasks, and setting priorities.
- Develop and manage project schedules to meet contract requirements.
- Provide overall management of the architect and engineering design team.
- Provide project status reports to clients and firm leadership.
- Work with clients to resolve conflicts in a positive, timely manner.
- Provide mentorship and guidance to staff.

Qualifications:

- Professional degree in Architecture with a minimum of 15 years' related experience.
- Knowledge of Owner-Architect contract procedures and concepts.
- In-depth knowledge of design and construction processes, including engineering systems.
- Proven ability to manage complex teams and facilitate the integration of multiple disciplines.
- Experience developing and managing project schedules, budgets, and team work plans.
- Proven experience coordinating large-scale, multi-phase developments from programming to construction, including agency approvals.
- Proficient with Microsoft Project and Microsoft Office; knowledge of Revit, Deltek, and Newforma a plus.
- Strong interpersonal skills with excellent written, verbal, and visual communication skills.

Submit cover letter, resume, portfolio and salary requirements to resume-mi@quinnevens.com

Quinn Evans Architects is a nationally recognized, full-service architectural firm with offices in Washington, D.C; Detroit and Ann Arbor, Michigan; Baltimore, Maryland; Richmond, Virginia; and Madison, Wisconsin. Our comprehensive services include master planning, architecture, preservation, interior design, and landscape architecture.

For over thirty years, QEA has proudly served the City of Detroit and has been intimately involved in the planning, design, and commercial development that has helped revitalize Detroit's neighborhoods. Recent and ongoing work includes the rehabilitation of the iconic Michigan Central Station for Ford Motor Company as well as the design and renovation of Detroit's Siren Hotel, the Element Hotel, and the Checker Cab building at Elton Park. Other projects currently on the boards in our Detroit office include the Bearinger Fireproof Building in Saginaw, MI; the Holland Aquatic Center in Holland, MI; and three acres of new, mixed-use development in downtown Dexter, MI.

www.quinnevens.com