

STUDIO SOUTHWEST ARCHITECTS (STUDIO SW) – ARCHITECTURAL PROJECT MANAGER & PLANNER

The Opportunity / Why Studio SW

Studio SW team members are collaborative, creative, professional, experts, and enterprising. Joining our team requires skill, daring, leadership, engagement, humor, and a love of design. We are currently seeking an **Architectural Project Manager and Planner** to join our Albuquerque office. Our open studio atmosphere values creative thinking and a dynamic design process. We will provide opportunities to work on a variety of building types, with a range of clients requiring various paces of work and processes. We are also committed to professional development and strongly support volunteerism in the community. We are looking for an energetic, self-driven Architectural Project Manager and Planner with experience in a range of project types and who is a licensed architect with 7+ years of experience. This position does require physical presence in Albuquerque, NM with the opportunity for a hybrid remote work schedule.

Primary Responsibilities

COLLABORATION

- Work collaboratively and cooperatively with staff and mentor junior staff
- Work collaboratively with consultants of all disciplines

LEADERSHIP

- Leading a team in programming, planning, and master planning efforts
- Leading a team in developing construction documents and presentation materials
- Leading or participating in the charrette process to completely understand project requirements

MANAGEMENT

- Ability to effectively supervise design team and provide outstanding design solutions
- Establish and adhere to project goals, schedules, budget, and quality requirements
- Ability to work on several projects or issues simultaneously
- Work with the Managing Principal throughout project

CLIENT RELATIONS

- Effectively foster and maintain relationships with team members and clients
- Able to interview well, communicate concisely, and connect well with clients

COMMUNICATION SKILLS

- High degree of interpersonal skills and effective communication skills
- Excellent oral and written communication skills for preparing and presenting to clients

TECHNICAL SKILLS

- Proficiency in Revit and Microsoft Office
- Able to develop clear and well written reports
- Develop drawings which clearly outline architectural design intent of project
- Preparing specifications and contracts
- Monitors and ensures compliance with project requirements and building codes
- Participate in reviews with various governing agencies for design and code compliance

SUSTAINABILITY

- Providing sustainable design solutions and supporting sustainability in the work environment

INNOVATION, CREATIVITY, & PROBLEM SOLVING

- Anticipating and adopting innovations in technology applications and cultivating innovations
- Excellent design, visualization, and graphic skills
- Creative problem-solving skills to gather relevant information to solve design ideas

CONSTRUCTION ADMINISTRATION

- Conduct site observations to ensure compliance with construction documents
- Provide construction administration support for project, including but not limited to attending construction meetings, review, development, and/or management of Submittals, RFI responses, ASI's, Change Orders, Proposal Requests, and Pay Applications, etc.

Required Qualifications

- Bachelor's degree in Architecture from NAAB-accredited college or university
- Master's degree in Architecture is preferred
- +7 years of related experience
- Licensed Architect
- Proficient in Microsoft Office (Word, Excel, Project)
- Proficient in Autodesk Revit and AutoCAD
- Experience with Adobe Creative Suite is preferred

Please note that Studio SW is not currently sponsoring applicants for work visas.

Please note that Studio SW operations adheres to all federal mandates.

- Positive attitude and commitment to being an active participant of our office
- Knowledgeable and thoughtful with problem-solving skills and willingness to be a part of the solution
- Quick learner able to handle fast-paced environment and be self-motivated

Benefits

- 401(k) Retirement Savings Plan with Employer Match and Profit-Sharing Plan
- Employee Performance Bonuses
- Insurance: Medical, dental, long-term disability, life and AD&D insurance
- Paid Time Off
- Paid Holidays
- Work/Life Balance
- Team Cohesion Experiences

Schedule

- Full-time with hybrid option of up to 20 hours per week remote working
- This position does require being physically located in Albuquerque, New Mexico