

GURRIMATUTE

Position: Project Manager

Established over 25 years ago, Gurrimatute is a full service architectural/interior design firm specialized in the design of aviation, educational, civic/federal, and healthcare projects. We are a boutique firm that does both very creative and highly technical projects.

Gurrimatute is currently seeking to immediately fill the position of Project Manager. The Project Manager will have full responsibility for managing all aspects of multiple small to mid-size projects. The Project Manager will prepare strategic plans for project success and be responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. The Project Manager will serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. The Project Manager will actively manage the client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of work, and prepares proposals and contracts.

Major Goals

- Maintain and increase client/customer satisfaction
- Maintain projects on schedule and within budget

Job Responsibilities

- Manage several clients and several projects simultaneously
- Develop A/E fee and man-hour projections
- Execute subconsultant agreements
- Oversee projects from programming through project close-out including the preparation of construction documents for permit and construction administration.
- Knowledgeable in local building Codes/Guidelines
- Prepare "Red-Lines" for Project/Intern Architects
- Coordinate sub-consultants on each project
- Identify & mitigate potential scope creep
- All other duties as assigned

Benefits

- Mentorship directly under the Principal/Owners
- Expanding, fast-growing company
- Competitive salary
- Promotion/growth and leadership opportunities
- Paid vacation, PTO, and holidays
- Paid group health insurance
- Matching 401K

Job Requirements

Job Type

Full-time, permanent

Office/Project Location

Arkansas: Jacksonville/Little Rock Area

North Carolina: Fayetteville Area

Georgia: Savannah Area

Remote Candidates will be Considered

Industry

Architecture/Engineering/Construction

Work Experience

5+ years (minimum) US work experience in the preparation of construction documents for permit, project management of governmental projects
DoD experience highly desired
Must be a U.S. Citizen.

Education

Bachelors of Architecture

Licensure

Licensed Architect preferred, but not required

Computer Skills

Autodesk REVIT
Autodesk AutoCAD
Bluebeam Revu
Microsoft Office 365
Sharepoint

Soft Skills

High level of integrity
Strategic thinking skills
Handles criticism constructively
Avid listener and learner
Great team player

Essentials

Exceptional written documentation and record keeping
In-tune with new technologies and workflow processes
Strong organizational and time-management skills

Send Resume to:
Careers@gurrimatute.com