

Position Description: Project Manager

Location: Fort Wayne, Indiana

Full-time position

At Design Collaborative, our mission is to improve people's worlds — in everything we do. That includes not only our clients, but our employees. We want our employees to push boundaries, be creative thinkers, and challenge assumptions to better meet the needs of our clients and grow our portfolio. We believe our work makes a difference in our clients' lives, and we pride ourselves in our ability to collaborate and involve them in the process of design.

Key Responsibilities

- Overall management and performance of specifically assigned projects
- Maintain a significant business relationship role as the point-of-contact on a day-to-day basis with the clients, consultants, and contractors associated with specifically assigned projects
- Tasks may include, but are not limited to:
 - Fee/proposal development
 - Team assignments and development
 - Coordination of design process
 - Technical direction and construction administration, as well as invoicing, budget, and schedule control
- Participant in business development efforts
- Lead and manage the project team
- Coordinates with studio team leader and/or Principal-in-Charge

Qualifications

- Successful completion of an NCARB accredited Master or Bachelor of Architecture program, Bachelor of Science in Electrical Engineering, or Bachelor of Science in Mechanical Engineering, with a minimum of 3-12 years of applicable experience
- Registered Architect or Professional Engineer preferred
- Familiarity with BIM modeling
- Autodesk Revit, AutoCAD, and Adobe Creative Suite experience
- Ability to meet deadlines and prioritize multiple projects
- Communicate clearly and effectively

Other Skills Preferred

- Exercises sound time management and organizational skills
- Demonstrates strong written and verbal communication
- Ensures an attention to detail when handling projects
- Ability to prioritize time and multitask

Please submit resumes and a 3-5 page work sample (under 5MB) to work@designcollaborative.com.