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## **Project Manager – Architecture. Sacramento, CA**

**RMW** architecture & interiors, is an innovative, award-winning architecture and interior design firm, with a collaborative culture. Our mission is to design engaging workplaces for great companies. We are currently experiencing exciting growth and seek an Architectural Project Manager to play a pivotal role in our Sacramento studio.

### **Essential Function:**

Leadership is the hallmark of this client facing role. Responsible to the client and to the firm for the successful management and execution of small to medium size projects through all phases of development. Responsible for meeting the client's objectives and managing a project team, financial performance, schedule and project process.

### **Responsibilities:**

- Develops financial/budget goals and projections, and ensures that the project financial performance conforms to the project plan.
- Manage project staff and client expectations and coordinate with consultants.
- Coordinates and communicates with client on a routine basis and establishes project process checklist and monitors progress.
- Helps establish the team structure, roles, and responsibilities, delegating when appropriate and directing less experienced staff.
- Help shape business objectives and future initiatives of the Sacramento Studio.
- Initiates phase planning session, coordinates with Job Captain and/or Project Architect to produce phases of the work.
- Ensures that the project meets general firm goals, project design intent, standards, and quality assurance, as well as monitors liability exposure.
- Obtains client requirements, communicates to project team, receives information from project team, and monitors efforts to incorporate requirements into project.
- Reviews project financial reports, including billing information, and reports required in conformance with the project process.

### **Education / Certification / Experience Requirement:**

- License preferred: Professional degree, or recognized equivalent.
- Experience managing small and medium size projects, and 5+ years of experience are required for this position.
- Experience managing project resources, including budgets of multi-million dollars in construction, project consultants, and on average, a staff team of 2-3 people.
- Ability to direct high levels of design.
- Strong leadership and relationship management skills
- Experience in production of working drawings/architectural design.
- Excellent organizational skills and the ability to multi-task and to work within a team structure.
- Highly effective interpersonal skills and excellent oral and written communication skills.
- Strong follow-through and attention to detail.
- Ability to understand CAD project structure & implementation.

For consideration, please email your resume and work samples to [hr@rmw.com](mailto:hr@rmw.com) referencing the position title on the email subject line. No phone calls please.

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**RMW** architecture & interiors is an Equal Opportunity/Affirmative Action Employer. Learn more about our firm, work, and culture at [www.rmw.com](http://www.rmw.com).