TITLE: JR PROJECT LEADER/PROJECT LEADER **ROLE TYPE:** INDIVIDUAL CONTRIBUTOR

FLSA STATUS: SALARY **TRAVEL:** UP TO 15%

ABOUT THE POSITION

As a Junior Project Leader/Project Leader you will the take the lead on assigned projects including managing project tasks, coordination across various disciplines and fostering strong relationships with clients and consultants. This role will provide you with the opportunity to showcase your leadership skills and contribute to the successful execution of projects.

ROLES & RESPONSIBILITIES

- Set and manage project and staff deadlines to ensure tasks are completed on schedule.
- Mentor junior staff members, overseeing project hours and redlining drawings.
- Assist in the coordination process with internal/external stakeholders including clients, consultants, and governing agencies.
- Foster relationships with existing clients and consultants including attending networking events and taking advantage of business development opportunities.
- Prepare and lead internal and external meetings to ensure effective communication and project progress.
- Develop project plan and monitor project profitability ensuring adherence to budgetary constraints.
- Conduct field measurements and prepare accurate drawings.
- Design new assembly details to meet project requirements.
- Select finishes, furniture, fixtures, and equipment in line with project specifications.
- Coordinate a team of consultants and ensure timely delivery of services within project timelines.
- With supervision, review contractor shop drawings for accuracy and compliance.
- Coordinate special inspection package.
- Respond to Request for Information (RFI) or issue an Architectural Supplemental Information (ASI).
- With supervision, conduct site visits and produce field and punch reports.
- Maintain updated and accurate timesheets to facilitate efficient project management and resource allocation.
- Assist with other project tasks as assigned.

REQUIREMENTS

- Accredited degree in Architecture or Interior Design
- Proficient in Bluebeam, Revit, and AutoCAD.
- Proficient in Microsoft Office (Outlook, Word, Teams).
- Demonstrated success working independently at home and meeting personal and project deadlines.
- Ability to travel for client meetings and site visits as needed.

SKILLS AND QUALIFICATIONS

- Strong organizational and time management skills.
- Ability to supervise and mentor junior staff.
- Understanding and application of project management principles including task prioritization, scheduling, and budget management.
- Foundational knowledge of project bid process and specifications.
- Strong written and verbal communication skills, with the ability to convey clear ideas effectively with consultants, clients, and team stakeholders.
- Demonstrated capability to think critically and creatively to overcome project obstacles and challenges.
- Detail-oriented and ability to ensure accuracy and quality of project deliverables.
- Demonstrated success working independently at home and meeting personal and project deadlines.

PHYSICAL CONDITIONS

- Office environment, regularly stationary and may need to sit or stand for prolong periods.
- Occasional lifting and carrying of equipment (up to twenty pounds).
- Operates computer and office machinery using repeating motions with wrist, hands, and fingers.
- Regularly reads from computer and electronic devices and needs to adjust focus.
- Wearing of appropriate personal protective equipment during site visits.
- Ability to navigate construction sites including managing outdoor elements and uneven terrain (gravel, dirt etc.).