



TITLE: PROJECT LEADER

ROLE TYPE: PEOPLE LEADER

FLSA STATUS: SALARY

TRAVEL: UP TO 30%

As a Project Leader, you will oversee the coordination and execution of multiple projects, assisting with administrative tasks, coordination across various disciplines and fostering strong relationships with clients and consultants.

This role will provide you with the opportunity to enhance your leadership skills, gain valuable experience in project administration including agreement development and billing review.

ROLES & RESPONSIBILITIES

- Assist in the preparation of project agreements.
- Assist in managing all phases of a project from Pre-Design to Construction Contract Administration.
- Lead multiple projects concurrently, overseeing the work of staff members with minimal oversight. Including ensuring quality control of drawing sets / model.
- Set and manage project and staff deadlines efficiently to ensure timely project completion.
- Manage coordination with internal/external stakeholders including clients, consultants, and governing agencies.
- Ensuring project satisfaction and delivering high-quality work to foster repeat business opportunities.
- Develop project plan and monitor project profitability ensuring adherence to budgetary constraints.
- Work closely with the Specifications Writer to finalize specifications manuals, ensuring accuracy and clarity in project documentation.
- Issue project addenda as necessary, ensuring alignment with project goals and client expectations.
- Coordinate door hardware schedules with vendors for each project, ensuring compliance with relevant standards and regulations.
- Proactively engage in networking events and capitalize on business development opportunities to cultivate relationships with current clients, potential clients, and industry consultants.

- Coordinate marketing materials for individual projects, contributing to the firm's overall branding and visibility.
- Facilitate design opportunities and internal competitions to foster creativity and innovation within the team.
- Maintain updated and accurate timesheets to facilitate efficient project management and resource allocation.

REQUIREMENTS

- Accredited degree in Architecture or Interior Design with registration preferred.
- Strong understanding of architectural principles, codes, and regulations.
- Ability to work effectively within a team environment and lead by example.
- 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 effectively lead and empower team members.
- Client-focused approach with a dedication to delivering exceptional service.
- 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.
- Ability to adapt to fast-paced environments and manage multiple projects.

PHYSICAL CONDITIONS

- Office environment, regularly stationary and may need to sit or stand for prolonged 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.).