

## PROJECT MANAGER

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an innovative architecture, engineering and interior design firm based in the Midwest with offices in Michigan, Indiana, and Kentucky, is looking for a talented Project Manager. Project Managers oversee projects from the conception stage through construction and completion of the project, making sure the project meets design requirements, schedule, contractual obligations, and budget goals. This includes understanding the scope of work, planning the work, organizing the team, leading the team, and controlling the project. The main responsibilities are project profitability, client satisfaction and business development. This position is located in Kalamazoo, Michigan or Grand Rapid, Michigan.

### **POSITION EXPECTATIONS + RESPONSIBILITIES**

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#### Project:

- Collaborate with Principal on fee proposals, fee negotiations and project team selection
- Assist in the development of fees based on task, market, staffing and unit cost
- Assist in proposal development, including determining project fees, team selection, scope definition, schedule, contracts, and interviews
- Collaborate with Principal to prepare contract
- Collaborate on design presentations and reviews
- Collaborate with design team on technical decisions
- Coordinate outside consultants with owner and project team, including consultant selection, fee negotiation, invoice review and communications
- Provide expertise in contractual negotiations and production meetings
- Create Project Management Plan, from project conception to completion
- Manage project scope relative to contract
- Track changes in scope, schedule, and budget
- Conduct effective meetings, to include agenda, meeting minutes and progress reports
- Observe project performance and coordinate workload through the entire project
- Monitor the project for performance to profit and schedule goals
- Partner with Principal regarding negotiating additional service fees from clients as they request changes to project scope
- May, depending on project scope, conduct construction site visits to monitor progress
- All other job duties as apparent or assigned

#### Culture:

- Encourage good communication among team members and across other disciplines
- Create opportunities to enhance teamwork and create inclusion, leading to a positive work environment
- Strive to cultivate equity, respect, integrity, humor, and the celebration of talent
- Promote a positive work culture by leading by example and supporting TowerPinkster Leadership

#### Client:

- Perform business development functions, to include marketing, networking to create personal connections and involvement in professional organizations
- Participate in the process of interviewing prospective new clients to understand needs
- Collaborate with client in planning design, determining solutions and scope of project to develop electrical system plans to meet client needs
- Construct scope of work and determine budget

#### Mentorship:

- In partnership with Manager and Supervisors, coordinate training and instruction for
- Lead, teach and guide other project team members to assist in their growth and development in home office

**Leadership:**

- Monitor Quality Control of documents and projects
- Participate in organizations and other outside work activities to promote TowerPinkster and to develop relationships for long term talent selection
- All other job duties as apparent or assigned

## **POSITION QUALIFICATIONS**

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- Bachelor's degree in architecture profession, Master' Degree with AIA License preferred
- Ten plus years' experience in architectural profession and project management
- Well-rounded knowledge of architecture profession and workflow
- Knowledge of building components, construction materials, standards, and codes
- Business management knowledge preferred
- Experience in construction administration or knowledge of construction practices
- REVIT experience/AutoCad software knowledge preferred

## **WHAT WE OFFER**

- National award-winning culture and a supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- Industry leading Total Compensation (Paid Overtime, Performance Bonuses, Profit Sharing)
- Work-Life Balance program providing six (6) additional holidays per year.
- Paid Community Service Hours
- Annual Team Training, Professional Development
- The opportunity to reach your career goals with an award-winning firm

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 190 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2022 National 101 Best and Brightest Companies to Work for Award, the 2022 AIA Michigan Firm of the Year Award, and the 2022 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer