

## PROJECT MANAGER

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an architecture, engineering and interior design firm based in Michigan, is looking for a talented Project Manager for our Kalamazoo office or Grand Rapids office location. 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.

### POSITION RESPONSIBILITIES

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- 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

### 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

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 150

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 2020 National 101 Best and Brightest Companies to Work for Award and the 2020 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