

## Architect Project Manager



### Who We Are:

At Nequette, we are place-makers who create thriving mixed-use town centers that capture the character of yesterday, while anticipating the financial & and environmental challenges of tomorrow.

Whether the project is mixed-use communities with strong town centers, multi-family housing, infill commercial spaces in urban settings, or market-rate residential neighborhoods—our goal is always to solve problems, create a sense of place, and bring people together.

Our talented team approaches each design creatively and precisely, delivering high-quality and innovative solutions in every project step—from master planning to architectural and interior design, to furnishing spaces, to comprehensive branding. Our clients can expect a compassionate, collaborative, and creative experience utilizing every aspect of our multifaceted design collective that puts their needs and vision first. At the heart of it all: we create enduring, beautiful communities that continue to tell a story for generations to come. For more information, visit [www.nequette.com](http://www.nequette.com).

### About the Position:

The Architect–Project Manager should be a driven, determined, and disciplined leader to run fast-paced, high-quality project delivery on multiple large-scale, complex projects. The applicant should have a high level of technical expertise and be adept at problem-solving. This position requires project planning, staffing organization, as well as a dedication to junior staff development. A familiarity with and adherence to project planning processes and comfort with delegation and follow through are imperative. Applicants need to be comfortable making quick decisions, showing good judgment, and being an ambassador for the company.

### Essential Functions and Responsibilities:

- Manage all aspects of projects with minimal supervision
- Coordinate critical levels efficiently and cost-effectively while recognizing potential risks
- Perform quality checks on drawings
- Understand and participate in the “front-end” of client communication
- Estimate project cost and provide oversight from conception to completion
- Handle multiple, varied activities at one time
- Prepare strategic plans for project success and a general understanding of office profitability goals
- Follow through to make sure all schedules and timelines are met
- Develop and maintain positive working relationships both internally and externally
- Work at a fast pace without compromising quality
- Supervise, delegate, and communicate with the team on expectations, and ensure policies and procedures are followed
- Participate in project construction activities, documenting detailed minutes and alerting about critical changes or concerns.

### Qualifications:

- Bachelor’s degree in Architecture from an accredited program
- 8+ years of experience in the Architectural field
- Licensed Architect
- Proficient in AutoCAD
- Proficient in Microsoft office suite

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### Requirements:

- Must have drive, determination, and a self-disciplined approach to achieving results
- Proficient understanding of construction drawings and detailing of various size projects
- Understanding of how engineering trades, consultants, budgets, entitlements, and schedules impact architectural designs
- Requires a specialized technical problem solving and ingenuity while using firm's systems and technology
- Strong communication skills both written and verbal
- Must be able to communicate effectively through conflict and difficult conversations
- Ability to work in a team environment
- Must be flexible to changes
- Ability to effectively lead and inspire a team
- Strict adherence to deadlines ·Strong attention to detail and organization
- Work experience in multi-family, mixed-use, and residential fields
- Can give and receive constructive feedback
- Strong multi-tasking abilities
- Strong work ethic and a drive to exceed client expectations
- Travel required

### Benefits:

- Salary competitive with national averages
- 401(k) retirement plan with quarterly company contribution
- Profit-sharing bonus structure
- BCBS Health & Dental Insurance
- Disability & Life Insurance provided
- Humana Vision Insurance
- PTO and paid holidays
- Strategic Growth Program
- ARE Mentorship program
- Reimbursement for passed ARE Exams

### Core Values & Culture:

Nequette is rooted in our commitment to community – the clients we design for, the people who live in and enjoy the spaces we create, and, most importantly, the team members we work alongside every day. Each of us honors this commitment by adhering to our core values: maintaining an attitude of excellence, putting communication and collaboration at the center of our relationships, and encouraging growth and creativity both as a team and as individuals. We know the importance of mutual respect; therefore, new team members can expect a culture that supports personal development (conference attendance, mentorship program, assistance on the path to licensure, AIA involvement, etc.), champions honesty and humility, and knows how to have a little fun. Above all, we put people first.

**Qualified candidates, please send resumes to: [jobs@nequette.com](mailto:jobs@nequette.com)**