

# ARCHITECT - PROJECT MANAGER

## Who We Are

Nequette Architecture & Design is a Birmingham, Alabama-based collective of experts with a passion for placemaking. Providing a collaborative and comprehensive client experience, our services include architecture and planning, furnishing, branding, and storytelling. As placemakers, we create communities by infusing life and energy inside and outside the walls of every project. Our holistic and cohesive approach merges timeless design with local culture and context, and we offer dedicated specialists for each aspect of a project – from the first sketch to the last piece of furniture. For more information, visit [www.nequette.com](http://www.nequette.com).

## Core Values

Honesty, humility, and the pursuit of beauty are what we value most. Every member of our team has many strengths – and a few weaknesses too. But adhering to our values and being who we are allow us to combine our diverse strengths to create a team with incredible power, agility and ability. This is what we call distinctive collaboration. A collaboration between co-workers and with clients – with builders, developers, property owners and even corporations. This distinctive collaboration leads to distinctive design and both lead to distinctive success. Success for our team and success for our clients.

## Job Description

The 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. 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. Applicant needs to be comfortable making quick decisions, showing good judgement, and being an ambassador for the company.

## Essential Functions and Responsibilities

- Manage all aspects of projects with minimal supervision
- Understand & communicate critical level of coordination and issues to ensure efficient/cost-effective execution while understanding potential risk
- Perform quality checks on drawings
- Understand and participate in the “front-end” of client communication
- Estimate project cost & provide oversight from conception to completion
- Handle multiple, varied activities at one time
- Prepare strategic plans for project success and general understanding of office profitability goals
- Follow through to make sure all schedules and timelines are met
- Develop and maintain positive working relationship both internally and externally
- Work at a fast pace without compromising quality
- Supervise, delegate and communicate with team on expectations and ensure policies and procedures are followed
- Attend site visits and meetings during project construction with ability to capture detail minutes & advise of any critical changes, concerns

## Requirements

- Must have a driven, determined and 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 verbally and in writing
- Ability to communicate effectively through conflict & 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

## Qualifications

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

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



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