

May 5th, 2022

PROJECT MANAGER

Snow Kreilich is currently seeking a Project Manager to join our staff. We have an ongoing need for an Architect with strong technical and management skills in documentation and detailing that has an interest in advancing the design from schematics through construction completion. In our studio, this position is responsible for delivering design excellence across all measures of design, with a focus on the schedule, budget, and team administration. The ideal candidate is a highly motivated individual who can work successfully in a collaborative environment and grow with our studio.

Ideal Qualifications

- +/- 10 years of experience
- Current Architect's License
- Strong verbal, written, graphic communication skills with the ability to describe and implement design principles

Responsibilities

- Design
 - Assist in the development of Proposals and Contracts
 - Responsible for setting schedules and appropriate staffing of assigned major project
 - Primary Client contact
 - Lead complex internal and external teams in completion of design and documentation tasks
 - Demonstrated knowledge of sustainable design strategies and various certification programs
 - Ability to manage multiple projects at multiple phases of delivery on a concurrent schedule
 - Develop project programmatic requirements
 - Assure Efficient and Cost-Effective solutions
- Construction Documentation
 - Execute standards for project delivery focused on project documentation, detailing and technical specifications
 - Knowledge of state-of-the-industry building standards and finishes
 - Working Knowledge of industry standards modelling rendering, presentation, and office administration software's
 - Mastery of document package issuance and revision protocols
 - Demonstrated knowledge of QA/QC protocols
 - Experience in adherence to and gaining approvals of Accessibility compliance and other project entitlements
 - Experience with CSI Project specifications
- Construction Administration
 - Extreme organizational skills to manage variable timing of incoming requests from constructors
 - Understanding of various delivery methods and contractual responsibilities
 - Submittal Review across all scopes of construction
 - Decisive responses to Requests for Information with clear written, diagrammatic, and annotative support

- o Coordination of Addenda, Bulletins, and Proposal Requests
- o Field Observation and Reporting
- o Maintaining logs of all project communications through spreadsheets and various Electronic Project Management platforms

Snow Kreilich Architects offers a competitive salary and benefits including health & dental care, disability, and life insurance, 401(k) plan, and continuing education. A hybrid work environment with remote connectivity is offered to all staff.

Please email your cover letter, resume, portfolio, and salary expectations (as one compiled PDF (up to 5 MB) to mail@snowkreilich.com with "LastName_Project Architect" in the subject line.

About Us

Snow Kreilich Architects is a nationally recognized, award-winning architectural firm in Minneapolis, Minnesota. The studio focuses on producing architecture that performs against multiple measures of design success, including sustainability, equity, economy, and beauty. www.snowkreilich.com

Snow Kreilich is an Affirmative Action, Equal Opportunity Employer.