



R A B U N
A R C H I T E C T S

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Job Position: Project Manager

Rabun Architects is an award-winning architecture firm with over 47 years of successful projects. Our designers are rooted in technical excellence, driven by imagination, and focused on delivering the best possible solutions for our clients.

We are currently seeking a Project Manager to join our team. A Project Manager is responsible for overseeing the project team in the development and execution of the contract documents. The Project Manager should maintain a direct line of communication with the client, the contractor, and design consultants, and be able to resolve issues and handle coordination under the supervision of the Principal in Charge.

The Project Manager should be able to:

- Handle the planning, development, and execution of technical documentation which may include interpreting, organizing, and coordinating project team assignments
- Work hand in hand with the client and contractor to make sure the client's vision is what gets built
- Direct and coordinate production of schematic, design development, and construction documents
- Perform construction administration duties (e.g., RFI's, RFP's, change orders, etc.)
- Execute applicable agency review analysis (accessibility, zoning, life-safety, etc.)
- Establish a budget, task schedule, and other components of the work plan with the Project Manager
- Work with engineering consultants through schematic and design development phases
- Direct, organize and mentor junior staff with responsibility for oversight
- Utilize and share technical skills in Revit and other design application software
- Promote Rabun Architects through participation in networking events and conferences

Required Skills:

- Proficiency in 3D modeling, visualization, and graphic software; strong Revit skills are required
- Ability to direct and coordinate work efforts of junior staff and consultants
- Experience in all phases and aspects of a project
- Familiarity with building codes, specifications, building and engineering systems
- Understanding of project management process
- Effective verbal and written communication skills
- Collaborative and professional work ethic

Qualifications

- **Professional degree in an accredited Architecture program required**
- 10+ years of overall experience
- notable experience in Hospitality or Multi-Family preferred
- Licensure Preferred

Qualified candidates should send their resume and portfolio/work samples to
careers@rabunarchitects.com