



EMPLOYMENT OPPURTUNITY

Project Manager

SEBREE Architects, Inc., seeks a full-time registered architect (preferred) as a Project Manager. We have a strong 50-year history. The markets we serve are primarily various types of multifamily housing, but also include a mix of commercial, retail, adaptive reuse, municipal, industrial, warehouse, office buildings, and parks facilities. Projects can range up to > \$90M in construction value. We are located in Avon, Indiana, on the western edge of Indianapolis, Indiana.

Position Description: Manages multiple small/medium projects, coordinates all aspects of assigned projects, and estimates scope of work. Has full responsibility for managing all aspects of multiple small to midsize projects. Prepares strategic plans for project success. Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Actively manages client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of work, and prepares proposals and contracts.

Salary range: 84K – 112K (Per AIA East North Central Census)

Requirements and Skills

- Accredited architecture degree – minimum of a B.S. in Architecture
- Work in combination with departmental directors to coordinate, manage and ensure successful realization of project and client needs/expectations.
- Establish and execute comprehensive client service plan.
- Develop and serve your client relationships to ensure repeat business and cross selling opportunities.
- Coordinate proposals and contracts.
- Assist with project scope, conceptual design, and creative solutions.
- Proficient with current REVIT, AutoCAD, and Microsoft Office Suite
- Knowledgeable about building codes, FHA, and accessibility requirements
- Has advanced knowledge of wood framed construction.
- Experience with generating COMchecks.
- Perform and/or oversee Construction Administration including on-site progress assessments when required, and review of submittals for compliance with construction documents and project manual.
- Coordinate and integrate designs with engineering disciplines.
- Develop and/or coordinate full construction documents and specification package.
- Professional client communication and management skills – design through close-out.
- Co-ordinate with outsourced production team as needed.

Desired Skills and Attributes:

- Experience with senior and assisted living design.
- Proficiency with SketchUp, Adobe and Bluebeam
- Familiar with National Green Building Standards (NGBS) sustainability program
- Familiar with Low Income Housing Tax Credit (LIHTC) design and affordable-housing programs—Qualified Application Plan (QAP) requirements
- Personable & professional presentation in office and with clients.

Employee Benefits:

- Paid holidays & PTO (Paid Time Off)
- Optional one day/week work from home
- Low deductible PPO health insurance—employer-subsidized including medical, life, vision, and dental.
- Long term disability coverage
- 401(k) plan with Safe-Harbor-structured matching
- Salary levels will be commensurate with experience.

Please respond with a cover letter and resume to salil@sebreearchitects.com