

Job Title: Project Manager
Location: South Bend, Indiana
Company: Kil Architecture/Planning
Employment Type: Full-Time

About the Role

We are a general Architectural and planning firm that offers Architecture and Planning services for a wide variety of project types including office, historic preservation, municipal, institutional, commercial, recreation, ecclesiastic and residential design. Our diverse portfolio is the direct result of our commitment to the communities we serve. Through close working relationships and service, we strive to meet the unique needs of each client. We are seeking a talented and detail-oriented **Project Manager** with advanced **Revit** skills to join our dynamic design team. This role is ideal for someone who thrives in a collaborative environment and is passionate about creating innovative, functional, and sustainable architectural solutions.

Key Duties/ Responsibilities

- Develop architectural designs and construction documents using Revit.
- Coordinate with consultants, contractors, and other stakeholders.
- Ensure compliance with building codes, zoning laws, and other regulations.
- Participate in design reviews and client presentations.
- Responsible for reporting to the 'Key' Director and Principal on the project.
- Responsible for conducting meetings / coordinating with design consultants.
- Manage Client Expectations by directly interfacing with Clients via email and meetings.
- Meet Major Milestones by maintaining the project schedule.
- Contract requirements (Keeping the project within Scope OR requesting Additional Services).
- Direct / Mentor Staff in project documentation (detailing, set organization, etc.).
- Conduct 'Contract Administration' by leading OAC Meetings and reviewing Submittals, RFIs, RCOs, and Pay Applications.
- Knowledge of Life Safety Code and Building Envelope Requirements.

Qualifications

- Bachelor's or Master's degree in architecture from an accredited university.
- Minimum 8+ years of professional experience.
- Professional licensure or progress toward licensure is preferred.
- **Expert-level proficiency in Revit**; experience with BIM workflows is essential.
- Preferred Project Types (Commercial, Multi Family and Historical Adaptive Reuse).
- Ability to document mid-to-large scale projects in Revit.
- Strong understanding of architectural detailing, construction methods, and materials.
- Excellent communication, written and teamwork skills.
- Ability to work on multiple projects concurrently.
- Working Knowledge of Revit and MS Office Tools required.
- Working Knowledge Adobe Creative Suite, Bluebeam, Enscape preferred.

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Collaborative and creative work environment.
- Flexible work arrangements (in person preferred, hybrid/remote options available).

To apply for the position, please forward your cover letter, resume and professional portfolio to Greg Kil at gkil@kilarchitecture.com .