Carlile GROUP
Architects | Inspectors | Property Management™

Building Services,
Building Relationships

Employment Opportunity: **Project Manager (Indianapolis, Indiana)**

Overview:

The Carlile Group is a multidisciplinary practice dedicated to creating, enhancing, and maintaining the built environment. We provide capital market solutions for physical plant managers and building owners across the civic, institutional, commercial, and industrial market sectors primarily for public entities. Our mission is to ensure that every structure we touch is safe, functional, and aesthetically resonant. At The Carlile Group, we provide expert building services while building lasting professional relationships.

We have an immediate opening for a full-time Architectural Project Manager to join our team. This role is suited for a mid- to senior-level professional seeking to lead projects within a boutique firm environment, with broad exposure to all aspects of architecture and a clear pathway to leadership.

Compensation and Benefits:

- **Wage:** $85,000– $95,000, commensurate with experience
- **Work Location:** In-studio Monday – Friday 363 Massachusetts Ave, Indianapolis, IN
- **Health & Wellness:** Comprehensive health, dental, and vision insurance
- **Retirement:** 401K with employer contribution
- **Performance Bonuses:** Discretionary annual firm performance bonus
- **Work-Life Balance:** Flexible working hours, summer hours, paid holidays, and generous vacation/personal time

Responsibilities:

- Collaborate with the Managing Principal and Director of Architecture to implement and maintain effective project workflow processes that support high-quality design solutions aligned with client requirements.
- Manage client relationships and serve as the primary point of contact throughout the project lifecycle.
- Oversee project budgets, schedules, billable resources, and project accounting to support firm financial performance and profitability goals.
- Coordinate and manage consultant agreements, ensuring effective integration of consultant work into cohesive project deliverables.
- Lead and delegate responsibilities to internal design and production teams, ensuring accurate, coordinated, and complete deliverables across all phases of the project.
- Review project documents and deliverables to ensure quality, technical accuracy, and alignment with project goals. Provide technical guidance and support in the development of drawings, specifications, renderings, and other architectural documentation.
- Mentor and support architectural staff, fostering professional growth and developing team members for increased responsibility. • Identify project constraints and risks and communicate them to leadership while developing recovery strategies as needed.
- Attend client and consultant meetings, documenting project decisions, expectations, and delivered services throughout all project phases.

- Conduct construction administration activities, including progress meetings, field observations, and preparation of field reports, to verify contract compliance.

Education and Experience:

- **Experience:**
  - Minimum of 4 years of Architectural Project Management experience leading teams from project inception through close-out
  - Mid to senior-level architecture experience
  - Strong technical capabilities
  - Experience in state and government work
  - Excellent communication, listening, and leadership skills
  - Strong work ethic and self-starter
  - Ability to facilitate excellence in services to our clients
- **Licensed Experience:** 4–6 years of experience as a licensed architect preparing design and construction documentation
- **Education:** Professional Bachelor's or Master's degree in Architecture from an accredited program
- **Licensure:** Licensed Architect within the United States

Technical Requirements:

- Proficiency in Autodesk AutoCAD and Revit
- Proficiency with Trimble SketchUp
- Familiarity with MasterSpec
- Familiarity with Means Costworks
- Proficiency in Microsoft Office Suite (including Project)
- Experience working in an Apple OS environment

Preferred Qualifications:

- Licensed Architect in the State of Illinois
- NCARB Certification
- Advanced proficiency in Autodesk Revit
- Experience with state and government projects

Send unique cover letter and resume to:

employment@carlile-group.com

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