Project Manager

The Role

At Mancini Duffy, talent and community intersect to create a dynamic and vibrant architectural practice. Headquartered in New York City, our firm is 100 years old, but has the heart, energy and vision of a start-up. And we are growing geometrically! We are searching for a Project Manager, with 5 to 15 years of experience, to join our team. If the responsibilities and skills below are a match for your talents, we'd love to hear from you. Please send a cover letter, resume and portfolio samples to: careers@manciniduffy.com.

Responsibilities

- Lead the project team and project development.
- Organize and manage team efforts and task assignments for efficiency.
- Maintain project budget.
- Develop and monitor the project work plan, design schedule and staffing requirements.
- Maintain all project communication and direct communication with the project principal and client.
- Knowledge of building and zoning codes, standards and building structures.
- Experience in the preparation of drawings and specifications; as well as construction administration.
- Prepare proposals for new work and contribute to presentations.
- Prepare and administer the Owner-Architect and Architect-Consultant Agreements.
- Establish fees for a defined scope of work.
- Review consultant proposals and fees.
- Define client program requirements.
- Conduct and document project meetings.
- Review design solutions for client and firm goals.
- Review contract documents for clarity, scope, completeness and budget impact.
- Review all document distribution.
- Review bid documents for scope and budget.
- Review potential contractors and bidders for qualifications.
- Conduct site observations and attend construction meetings.
- Review all project accounts and invoices.

The Skills

- Bachelor of Architecture or Master's in Architecture.
- 5 to 15 years of relevant experience, including minimum 5 years as a Project Manager.
- Demonstrated strong leadership skills.
- Proven ability to manage the financial and staffing aspects of a project.
- Experience with all phases of a project from inception to CA.
- Knowledge of building codes, standards and building structures.
- Ability to communicate effectively with colleagues, as well as current/prospective clients.
- Experience in creating scope and fee proposals.
- Proficient with PM software including MS Excel, MS Project and Deltek Vision.
- Proficient with Revit and AutoCAD.
- Familiarity with other 3D software, rendering software and Adobe Design Suite a plus.

Our Culture

We are architects, planners and interior designers, and we believe that great design tells an unforgettable story. Our projects range in size from 15,000-SF to 2-million-SF and include renovations, expansions and new construction. At Mancini Duffy, we believe we are the sum of our people. We value diversity and our people's many talents. Our workplace is anything but typical. We are known for being: professional yet relaxed; flexible, with many career paths available; supportive of career-building; familial; entrepreneurial; and unafraid of fun! And, because we understand that you have goals and responsibilities of your own, we offer competitive salaries and a comprehensive benefits package.