



Project Managers

Job Code: PM191204

Cline Design Associates, PA., is an award winning multi-disciplinary architectural firm with offices in Raleigh and Charlotte, North Carolina. Our expertise is in multi-family housing, mixed-use, commercial, urban planning, retail, recreation, and interior design. With in-house Architecture, Land Planning, and Interior Design, we can provide integrated design services that position our clients for success in the marketplace. With our design philosophy, combined with a realist approach, and dedication to quality assurance, we have attained a reputation as one of the leading firms in North Carolina.

We are seeking Project Managers for our Raleigh location. Ideal candidates will have expertise in multi-family housing, have significant Revit experience, strong design skills, and possess a strong knowledge of building codes.

Day to Day Responsibilities

- Prepares strategic plans
- Estimates fees; determines scope of work; and prepares proposals and contracts on large and/or complex projects
- Serves as client liaison with the primary responsibility for budgeting, scheduling, ensuring the responsiveness of design solutions, and growing the client relationship
- Actively manages budgets, schedules, programs, and team assignments as well as project communications, documentation, and associated administrative tasks
- Responsible for project's financial success
- Provides oversight and monitoring as needed of less experienced Project Managers
- May be the Team Leader or act in the capacity of the Team Leader
- Oversees/mentors a staff of Architects and Designers
- Assist with marketing and business development
- Performs other duties that may assigned from time to time

What we look for

- Bachelor's degree in Architecture from an accredited university required
- Experience with multi-family and mixed-used projects preferred
- Professional Licensure preferred | NC Architectural Registration preferred
- Proficiency in 3D modeling, visualization, and graphic software; Revit experience is required
- Minimum five (5) years of professional experience
- Experience in client, consultant relationships/managing
- Demonstrated skills in project design, production and coordination of constructions documents and contract administration
- Must have the ability to interact positively with others, solve problems and communicate solutions to others constructively
- Effective verbal and written communication skills
- Ability to prioritize tasks, handle multiple deadlines and perform the responsibilities effectively and timely with a high degree of accuracy, and be capable of working independently as well as in a team environment

Qualified candidates, please submit resume and portfolio to: michellem@clinedesignassoc.com. Subject line should include job code and your name. No phone calls, please.

With an open office concept, our culture is energetic, collaborative, fast-paced, and team-oriented. Our ideal candidate is someone who fits into that culture by being self-motivated to learn fast, with a desire to make a positive impact on those around them.

We offer a full benefits package that include medical, dental, vision, disability insurance, supplementary insurance, flexible spending, and 401k with match. In addition, PTO, professional development assistance, and other perks are provided.

Cline Design is an Equal Opportunity Employer and participant in the Federal E-Verify program.