



Project Manager
Job Code: 23PM

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, Landscape Architecture, Urban Design, and Interior Design, we provide integrated design services that position our clients for success in the marketplace. Our design philosophy, realist approach, and dedication to quality have positioned us as one of the leading Architectural firms in North Carolina.

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

Ideal Project Manager 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

- Prepare strategic plans
- Estimate fees; determine scope of work; and prepare proposals and contracts on large and/or complex projects
- Serve as client liaison with the primary responsibility for budgeting, scheduling, ensuring the responsiveness of design solutions, and growing the client relationship
- Actively manage budgets, schedules, programs, and team assignments as well as project communications, documentation, and associated administrative tasks
- Responsible for project's financial success
- Provide oversight and monitoring as needed of less experienced Project Managers
- May be the Team Leader or act in the capacity of the Team Leader
- Oversee/mentor a staff of Architects and Designers
- Assist with marketing and business development

What we look for

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

Benefits

We offer a full benefits package that includes medical, dental, vision, life & disability insurance, supplementary insurance, flexible spending accounts, and 401k with company match. In addition, PTO, professional development/continuing education allowance, annual bonuses, and other perks are provided.

To Apply

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

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

All applicants must be authorized to work in the US. Cline Design does not sponsor applicants for employment-based visas.

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Architecture • Landscape Architecture • Interiors

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