

SERA Architects, Inc
Skills, Experience and Qualifications
for the Role of Senior Project Manager
Reporting to the Project Principal-in-Charge

Role: Senior Project Manager

Salary Range: Architect, Planner or Interior Designer- Levels V & Above

Our ideal candidate will have experience of 10+ years in managing large and complex projects.

I. Project Plan- Scope, Schedule & Budget

- Develop and document your project scope, schedule and budget
- Perform weekly job cost review
- Develop and maintain a project work plan/EVA to reflect the goals & priorities of the stakeholders
- Ensure design/technical/financial QA/QC is performed at each phase of the project
- Provide support to accounting as needed in billing and collection of payments
- Review the project staffing schedule bi-weekly and update as required by your project needs

II. Team Leadership & Communication- Internal, Consultants and Client

- Identify and establish your project team members
- Write the consultant RFPs and negotiate their scope, schedule and fees
- Lead your project team including our client, the SERA staff and our consultants
- Provide monthly updates on the project progress, concerns and financial status to the project PIC
- Provide mentoring to team members to empower & foster independent thinking and growth
- Establish and maintain regular communications with the client
- Attend and contribute to the monthly project management & job cost meetings
- Plan for and organize internal design charrettes and *Lessons Learned* opportunities for the firm

III. Risk

- Perform thorough risk analysis at key stages throughout the project
- Immediately identify, create and communicate work plans for fee deficiencies in your project
- Administer contract duties and skillfully participate in contract negotiations
- Ensure your project meets SERA standards for design, technical, BIM, graphic, etc
- Ensure additional work scope is identified and additional fee is approved prior to performing the work

To fulfill the role of Project Manager you should possess the following skills:

- Ability to secure and develop new clients
- Capability to manage multiple, complex projects
- Ability to timely solve technical and design issues
- Technical development of project (codes through details)
- Specification and document production
- Construction administration
- Excellent Accountable Communications skills
- Proactive dispute resolution skills
- Technical and design proficiency
- Proficiency in Word, Excel, Outlook, Project Management software
- Basic knowledge of tools used by your team
- Time management & task prioritization skills
- Knowledge of applicable agency process
- Ability to understand and accurately communicate the financial status of your project
- Ability to navigate through issues from the detail to the big picture while maintaining objectivity
- Possess thorough knowledge and understanding of AIA and other common contract language