

Swaim Associates Ltd. is a 55 year old award winning design firm, providing architectural design services to the Southern Arizona Community. We are dedicated to excellence and innovation in architectural practice while providing our clients with an excellent experience as we help them realize their vision. We are looking for a highly skilled Architectural Project Manager to join our dynamic local team. If you are a detail-oriented professional with a passion for design and project management and a desire to work in a collaborative team environment, we invite you to apply and become part of our studio.

Job Type: In person full-time (Monday to Friday, 40 hours/week)

Compensation: Negotiable based on experience

Benefits: Health insurance
Paid time off
Paid sick time
401(k)
3% Safe Harbor employer contribution

As a Architectural Project Manager at Swaim Associates, you will be responsible for:

- Participate in, and contribute to, idea generation, design development, client presentations, and contract documentation.
- Work closely with team members in a studio environment and assist to complete projects on schedule.
- Responsible for developing and preparing presentation materials such as conceptual drawings, renderings and 3D visualizations.
- Attend client meetings to engage in the overall process and assist in presentations.
- Maintain quality assurances with the team for construction documents.
- Generate revisions and corrections, redline drawings and project document sets.
- Participate in construction site visits to recognize and document conflicts that arise during construction and offer alternatives to resolve these issues.

Capabilities:

Qualified candidates will bring:

- A passion for design.
- Strong verbal, written, and visual communication skills.
- Superb organization and problem-solving skills.
- Ability to thrive in a collaborative, fast-paced environment.
- Intrinsic motivation.



Architectural Project Manager

Job Description

Qualifications:

- Bachelor's degree in architecture required. Registration optional but optimal.
- Minimum 5-20 years commercial experience.
- Previous relevant architectural experience in one of Swaim Associates' market segments preferred.
- Revit knowledge required; have at least three years Revit experience in a professional setting.
- Experience with AutoCAD, Lumion, Excel, MS Word and Adobe Creative Suite preferred.
- Portfolio that demonstrates a high level of skill in design thinking and presentation media.

This position offers the opportunity to work in a dynamic environment where you can apply your project management skills and contribute to the organization's success.

Join our team and become part of our story.

We invite qualified candidates to submit a resume and portfolio via email at architects@swaimaia.com.

Please use the email subject line **"Architectural Project Manager"**.

Curious about our studio? Visit www.swaimaia.com.