

## **Senior Project Manager / Senior Project Architect**

[Runa Workshop](#) is a sharp-minded, nimble and energetic design practice focused on commercial architecture, and interior design. Founded in 2009 out of a common desire to live and work creatively, our collaborative studio environment is most conducive to learning. As a small firm, our employee wellness is at the forefront of our cultural priorities therefore we are proud to offer a competitive benefits package, flexibility, structured mentorship, community engagement opportunities and paternity/maternity leave. Additionally, we welcome applications from returning parents who are looking to get back into the workforce where flexible hours are of utmost importance.

We are seeking to find an experienced Senior Project Manager and Senior Project Architect with a minimum of 10 years of experience working on commercial projects that align with our body of work. Someone that can be both a leader and a mentor. We are looking for a creative, enthusiastic, self-directed, and organized architect. Candidates should be able to manage several projects simultaneously and efficiently, demonstrate strong communication and coordination skills, staff management experience, and possess a thorough understanding of codes, construction processes and methods. Must also have the desire to develop and implement systems that support a profitable business. This includes the ability to champion and train on new technologies and standardization tools.

### **Requirements for this position:**

- Registered Architect
- 10-15 years working on commercial projects in the USA
- 8-10 years of Project Management Experience
- Solid understanding of building systems, construction process and methods
- Thorough understanding of governing codes
- Extensive experience in construction documents, specifications and construction administration
- Strong ability for team coordination and mentoring
- Client management experience
- Excellent oral and written communication skills
- Ability to work well in a collaborative office environment
- Proficiency in Autodesk Revit
- LEED AP (a plus)

### **Responsibilities for this position:**

- Management of multiple projects simultaneously
- Client relations
- Consultant coordination
- Prepare, coordinate and monitor project schedules
- Manage project invoicing and time tracking
- Project team management
- Review contract documents, specifications and code implementation on projects
- Staff coordination and mentoring
- Code analysis and feasibility studies
- Supervise and coordinate all phases of project, from programming to construction administration

Detailed information on the position is available for qualified candidates. If you want to work for a creative firm, enjoy a collaborative environment and are a self-starter, please submit your resume and portfolio electronically to

jobs@runaworkshop.com. Runa offers competitive benefits, as well as a quality work environment that promotes employee wellness.

We will respond by January 17th. If you do not hear from us by then, please do not hesitate to reach out.