

03-28-25 FAI Architects Architectural Project Manager or Job Captain

Job Title

Architectural Project Manager or Job Captain

Firm Name

FAI Architects

Position Location (city, state)

Honolulu, Hawaii

Firm Profile

FAI Architects is a locally owned firm with diverse project types, including but not limited to commercial, residential, government, and institution sectors, many with a historic component.

Salary Range

Depending on Experience

Job Benefits

- Nurturing and fun work environment
- Encouragement to pursue being the best you
- Other standard benefits: health, dental, vision insurance, profit sharing

Job Description

Immediate full-time position for an **Architectural Project Manager** or **Job Captain** with historic preservation experience to join our collaborative and growing team.

Job Requirements

- Professional degree in Architecture.
- Minimum 5-7 years of experience in architecture.
- Proficiency in Word, Outlook, Excel, AutoCAD and Revit.
- Dedicated team player with a positive attitude.
- Strong communication skills.
- Excellent time management and organizational skills.
- Ability to build and maintain good relationships with Clients and team.
- Ability in problem solving.
- Strong leadership skills.
- Proactive with a desire to grow professionally.
- Experience in Federal or Hawaii State government work is desirable.
- Have a valid driver's license and own vehicle.

Responsibilities

- Project schedule and contract requirements.
- Manage team.
- Provide quality control.
- Coordinate consultants and consultant drawings.
- Conduct site visits and prepare reports.
- Execute work in a timely and organized manner.
- Review shop drawings and material submittals.

Contact Information

Send resume and brief introductory cover letter to projects@fai-architects.com

Let us know about you and your interests.