

**Company: BKV Group**

**Location: Dallas, TX**

**Job Title: Architectural Senior Project Manager**

**Reports to: CEO/Director of Project Management**

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**Description:**

BKV Group seeks a talented Architectural Project Manager with 15+ years related architecture and project management experience to join our Dallas, TX office. The candidate must have a degree in architecture and be a licensed architect. The candidate must have well-rounded architectural experience in all aspects of design and documentation with leading edge multi-family housing clients. Experience with commercial, local/state government and higher education clients is also beneficial. The candidate must have excellent organizational and time management skills.

- Leads marketing efforts with the business development and design staff to attract new clients and maintain existing clients.
- Assists in preparation of project contracts and consults with the Managing Partner to present and administer.
- Responsible for working with the Managing Partner to determine project scope, schedule, and design team budgets. Maintains identified schedules and budgets on assigned projects.
- Oversees project documents for issuance to meet client's development program and budget. Implements design and production processes and policies in accordance with the project service fee budget.
- Leads the design team in preparing the project including determination of functional and spatial requirements and prepares information regarding design, specifications, materials, color and equipment.
- Coordinates the integration of our "holistic multi-disciplinary approach" in a complete and coordinated design for client review and approval.
- Works with BKV Code Specialist to document code review requirements and meets with the respective authority having jurisdiction to obtain review and approval of the plans for code compliance.
- Works with BKV Construction Administrator to support construction services and ensure design intent during construction.
- Directs and coordinates team members engaged in preparing drawings and specification documents.
- Maintains a free flow of communication with the Director of Project Management, Director of Professional Services, Managing Partner and staff members relative to duties and activities.

- Performs as Client Leader for the service and document production with Architecture, Landscape Architecture, Interior Design, Engineering Staff and independent consultants.
- Receives project direction from the Managing Partner.
- Facilitates technical quality reviews as part of production process. Provides internal quality reviews of projects not under their direct control.
- Implements and coordinates office standards and procedures during the project delivery process including but not limited to: fee scenarios, project management plans, budget reports, project schedules, contract deliverables list, phase completion memo, quality assurance reviews, clash detection, kickoff meetings, team coordination meetings, page flip meetings, additional services, and invoice reviews.
- Completes weekly staffing to uphold project budgets and schedules. Reviews and approves employee timesheets as an assigned supervisor.
- Conducts annual and 90-day employee reviews as assigned by Human Resources and the Director of Professional Services.

**Qualifications:**

- Professional degree in architecture and professional registration required.
- Proficiency with Microsoft Office Suite and Revit preferred.
- Experience with direct client contact/communication.
- Must have the ability to effectively present information and respond to questions from managers, clients and the general public.

With excellent benefits, competitive salaries and constant opportunities for growth, BKV Group gives you the tools to realize your creativity. If you have an interest in working with a diverse group of talented architects and designers, creating exciting environments, enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume and portfolio. Please include your name, desired position and location in your email subject line.

EOE