



- Recording of project scope changes, prepares additional services for tracking and issuance to the client as directed by the Managing Partner/Practice leader. Communicates to team any issues concerning deviations from schedule, costs, or design criteria. Informs the client of changes which impact fee and schedule.
- Provides mentoring to the project team related to oversight and assistance to the clients with the bidding and award process as required.
- Responsible for the overall management and contractual fee and budgets of the team effort throughout the project, in coordination with the discipline leads and project team. The PM shall perform regular quality assurance reviews of the documents to ensure the project is being developed in accordance with the contract, deliverables, and schedule.
- Ensure quality assurance/technical reviews are implemented as part of the overall project delivery process. May provide internal quality peer reviews of projects not under their direct control.
- Adheres to the BKV Code Policy, working with the BKV Director of Code Compliance to review and 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 the project team and BKV Disciplines Leads and Directors to support construction services and ensure design intent during construction.
- Maintains appropriate records and files, overseeing the project team's maintenance of project files for the team.
- Maintains a free flow of communications with the Managing Partner, Practice leader, and VPO relative to duties and activities.
- Ensure implementation of BKV office standards and procedures during the project delivery process, expressing positive team leadership and mentoring.

**Job Requirements:**

- Must have Bachelor of Architecture or a Master's Degree in Architecture, or related experience/training in the area of project management specific to architecture.
- Professional license in Architecture preferred.
- 12-15+ years related experience.
- Must be fluent in reading, writing, and speaking the English language.
- Must have ability to write reports and business correspondence. Excellent organizational and time management skills.
- Must have the ability to effectively present information and respond to questions from managers, clients, staff and the public as required.
- Must be proficient in Microsoft Office Suite and good working knowledge of Revit. Experience with Unanet software and Microsoft Project preferred.