

# JONES ARCHITECTURE

## Project Manager

Jones Architecture is currently seeking a highly organized Project Manager who has experience leading teams and shares our passion for exceptional design.

### Responsibilities

- Work directly with Principals to coordinate project proposals, letter agreements, AIA contracts, subconsultant contracts, contract modifications, and ASRs
- Develop weekly and long-term staffing and project plans, alongside Principals and project leads
- Interface with regulatory agencies to manage permit applications, submission, and administration
- Lead the project set-up and pre-design effort
- Efficiently and proactively manage project finances and assist with the monthly invoicing process
- Communicate promptly and professionally
- Mentor junior staff to support their professional growth
- Contribute to and maintain office standards, systems and QA/QC procedures
- Contribute to the overall culture and success of Jones Architecture

### Qualifications

- 10+ years of experience in the professional practice of architecture
- Bachelor or Master's Degree in Architecture
- Detail-oriented with a passion for exceptional design
- Proven leadership skills
- Thrives on multi-tasking in a fast paced work environment
- Proficiency with Microsoft Office, Adobe Creative Suite and Bluebeam
- Strong understanding of building and zoning codes
- ADA & ANSI knowledge

### How to apply

Please send a letter of interest, your current resume, and concise work samples (10MB size limit) or a link to your online portfolio to [careers@jonesarc.com](mailto:careers@jonesarc.com).

### About us

Jones Architecture is a design-oriented firm based in Portland, OR. We are currently working on mixed-use urban infill, single family residential projects, single-family development, historic rehabilitations, mass timber projects, office buildings, and restaurants.

Jones Architecture's mission is making architecture worthy of its people and place. Honest, straightforward, well-crafted projects inspire us. We find beauty in simplicity and have an affinity for buildings that are at one with their site and context. The open design studio provides the framework to collaborate amongst our design team.

This position offers a competitive compensation package and the opportunity to work with talented professionals in a creative environment. Jones Architecture is an equal opportunity employer.

Visit our website to learn more about the firm and our work: <http://jonesarc.com>