

# JONES ARCHITECTURE

## PROJECT MANAGER

Jones Architecture is currently seeking an experienced Project Manager to join our team of collaborative individuals who share a commitment to exceptional design and placemaking.

### Responsibilities

- Interface with Principals and clients to coordinate project proposals and contracts
- Lead project set-up and pre-design efforts
- Manage multiple simultaneous projects, collaborating on a regular basis with Principals to review project staffing and scheduling
- Efficiently and proactively manage project quality, schedule, and finances
- Oversee design staff and effectively delegate tasks
- Interface with regulatory agencies during land use procedures and permitting
- Attend regular site meetings, oversee communication, RFI responses, and submittal review during construction
- Communicate promptly and professionally with team members, clients, and partners
- Mentor team members 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

- Minimum of 7 years of experience in the professional practice of architecture
- Professional degree in Architecture from an accredited program
- Proficiency with Revit, Sketchup, Adobe Creative Suite and Bluebeam
- Significant technical knowledge and ability to organize and develop construction document sets
- Direct experience dealing with clients, consultants, and regulatory agencies
- Advanced knowledge of building and zoning codes
- Advanced knowledge of ADA & ANSI
- Multi-family housing experience preferred
- Construction Administration experience preferred
- Registered Architect preferred

### 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, multi-family and single-family projects, historic rehabilitations, mass timber projects, hospitality, and office buildings.

Jones Architecture's mission is making architecture worthy of its people and place. Honest, straightforward, and 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>