



## About Us

At Elevatus, we're designed to do more. We make sure our designs, however unique and innovative, always reflect and exceed our clients' vision. We're not just designers. We're creators, visionaries, innovators and thought leaders. Fueled by passion and talent, our people bring new ideas to solve challenging problems. Our depth of expertise spans disciplines from justice and government to education, hospitality, retail, technology, aviation and more. Whether we're refreshing a retailer's brand, planning the revitalization of a historic campus into a buzzing mixed-use district, or designing a learning space, we strive to make the everyday places people occupy safer, more inspiring, more resilient, and more impactful.

## What You'll Do

Our firm is currently seeking a Project Manager to oversee a variety of projects in our core markets. In this role, you will act as the primary contact for our clients from the very beginning of the design phase through the end of construction. It is essential that you ensure that the goal or intent of the design is achieved, fulfilling our client's expectations, and ensuring the building follows all codes and construction standards. This involves verifying the accuracy and completeness of all drawings and specifications as well as communicating with the contractors on the project.

The Project Manager will perform these functions in various capacities across multiple architectural projects at any one time, during any one of the aforementioned project phases. Responsible for leading, managing and overseeing the entire architectural project(s) on a day-to-day basis from the Schematic Design/ Conception phase to Design Development, Construction Drawings, Bidding/Contract Negotiation, Construction Administration and Closeout phases.

In any given day, you could:

- Manage the project team to ensure that client specifications and expectations are fulfilled
- Review funds and estimates for assigned projects
- Maintain project files, including correspondence, drawings, and material samples in coordination with design team standards and protocols
- Communicate with clients and contractors regarding changes
- Schedule different stages of the building process, in accordance to the client's needs
- Monitor the progress of the project and ascertain whether phases of the construction process are in compliance with building plans and project deadlines

## Your Qualifications

5-year Bachelor's Degree in Architecture (BArch) or a 4-year Bachelor of Science in Architecture Degree from an accredited college or university is preferred OR Bachelor's degree in a related field with 7+ years of relevant work experience, under the direct supervision of a Registered Architect.

## Life at Elevatus

At Elevatus, we work hard, but we play hard, too, and we encourage each member of our team to lead a healthy and balanced life. We offer a comprehensive benefits package, 401k, and growth opportunities, as well as professional development and licensure sponsorship. If you want to grow, we'll help elevate you.

*Think you're designed to do more? Send a resume and cover letter to [work@elevatus.com](mailto:work@elevatus.com).*