

WE'RE HIRING

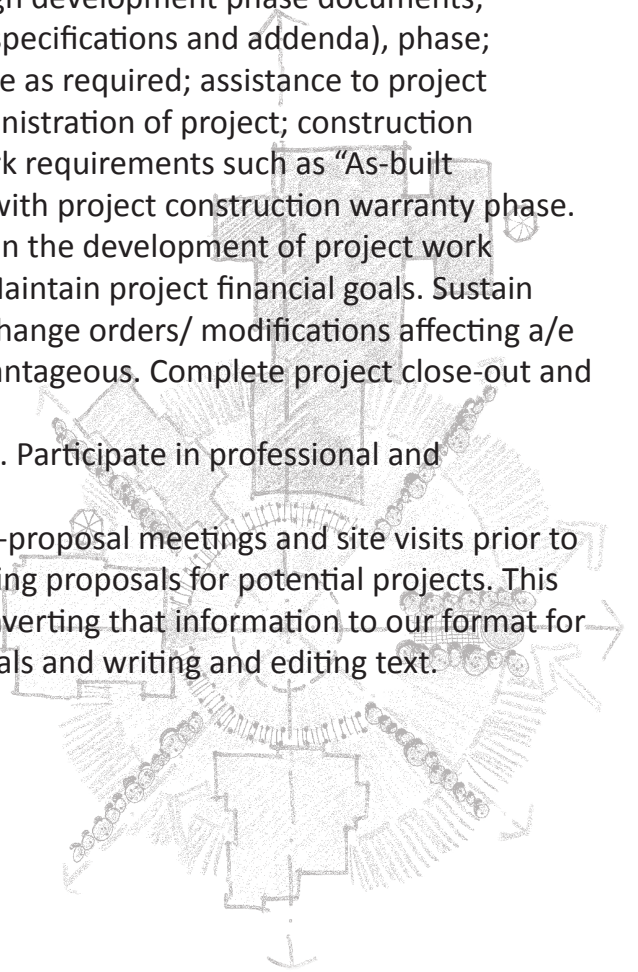
PROJECT MANAGERS

OVERVIEW

Dyron Murphy Architects, P.C., a Native American-owned firm in Albuquerque, New Mexico, has an immediate opening for a full-time Project Manager with a minimum of three years experience. This position requires design and architectural project management skills, with minimal supervision. Experience in the commercial, educational, medical and justice fields are a plus. AutoCAD and Revit proficiency is required.

JOB DESCRIPTION

- Development, Management, and Control of Day-to-Day events and tasks required for completion of an architectural project. This includes pre-proposal meetings and research; establishment of project team, i.e. Architectural staff and professional consultants required to complete project; Preliminary scheduling, project site assessment and pre-design planning; development and preparation of schematic design phase documents; design development phase documents; construction documents and bid documents (drawings, specifications and addenda), phase; preparation of construction cost estimates for each phase as required; assistance to project architect during bid and award phase; construction administration of project; construction closeout procedures; preparation of post occupancy work requirements such as "As-built Drawings" and documentation; and assistance to client with project construction warranty phase.
- Assist principals in project acquisitions. Assist principals in the development of project work plans. Assist principals in establishing project controls. Maintain project financial goals. Sustain project quality management. Identify potential project change orders/ modifications affecting a/e contract. Pursue potential project partnering when advantageous. Complete project close-out and follow-ups.
- Continually nurture staff development and management. Participate in professional and community activities when possible.
- Assists Marketing Director in review of RFPs, attends pre-proposal meetings and site visits prior to proposal production. Write, edit, and coordinate marketing proposals for potential projects. This includes gathering information from consultants and converting that information to our format for use in the proposals, editing photos to include in proposals and writing and editing text.



BENEFITS

Dyron Murphy Architects, P.C. offers competitive salaries and a comprehensive employee benefits package, which includes:

- 401 (K) Retirement Savings Plan with Employer Match and Profit-Sharing Plan Insurance: Medical, dental, vision, long-term disability, life and AD&D insurance
- Paid Time Off
- Paid Holidays
- Work/Life Balance

SCHEDULE

- Full-time with hybrid option
- This position does require being physically located in greater Albuquerque, NM area

Qualified candidates may email resumes to: dmaemployment@dm-architects.com, fax to: (505) 830-0237 or mail to: Dyron Murphy Architects, P.C., Attn: Employment, 4505 Montbel Pl NE, Albuquerque, New Mexico 87107.

