Project Manager

Location: Syracuse, NY (Main Offices)
Job Type: Full-time

Job Description

Bell & Spina, Architects-Engineers, P.C. is a full service mid-sized architectural firm with expertise in architecture and building sciences for the design and restoration of building enclosures. We are currently offering full time employment opportunities for a Project Manager role in our Syracuse Office with promotional opportunities to a team leader. Successful candidates will be responsible for the coordination of individual and/or team project efforts, administrative, financial and technical, to ensure the most efficient and cost-effective execution of assigned projects. Successful candidates will be active in a collaborative environment involving management of team, budgets and technical workloads on multiple projects for existing and new construction.

Requirements

- A desire to excel in the field of exterior façade, roofing and enclosure systems of institutional, commercial and municipal buildings.
- Eight or more years of professional experience in the design and management of projects.
- Manages multiple small/medium projects, coordinates all aspects of assigned projects, and estimates scope of work. Has full responsibility for managing all aspects of multiple small to midsize projects and reports to the principal in charge of the project.
- Prepares strategic plans for project success. Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Actively manages client budgets, schedules, and programs and team members; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of work, and prepares proposals and contracts. Specific tasks typically include:
    - Establish project deadlines, deliverables and milestones and manage team staffing and tasking.
    - Keep principal-in-charge, client and their representative up to date with project status as needed.
    - Manage subconsultant roles, deadlines and fees for the project.
    - Offer management and technical leadership and mentorship to the project team.

Qualifications

- Licensure as a NYS Registered Architect is required.
- 8 or more years of architectural design experience, preferably with a focus on building envelope systems.
- Proficiency in Microsoft Office products, Deltek, AutoCAD, Revit, and other software.
- Strong understanding of building materials, systems, and construction methods.
- Excellent communication skills and the ability to work effectively in a team environment.
- A passion for sustainable design and innovation.

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Employee Benefits

Bell & Spina, Architects-Planners is a mid-sized professional firm located in downtown Syracuse with a satellite office in Pittsford NY comprised of architects, engineers and building enclosure specialists. Our focus is on the repair and restoration of buildings, including historic restoration. We offer competitive salaries and benefits, a flexible work schedule with remote work options, employer paid health insurance and a 401(k) plan with employer contributions. Professional growth opportunities and unique challenging and rewarding projects are available within our collaborative work environment.

Qualified candidates should send their cover letter, resume and work examples addressed to:

Bell & Spina, Architects-Planners, P.C., 215 Wyoming Street, Syracuse, NY 13204 ● careers@bellandspina.com. No phone calls please. Bell & Spina is an Equal Opportunity Employer. Visit www.BellandSpina.com