

Fifth Dimension Architecture & Interiors is a Birmingham, Alabama based architectural & interior design firm with additional offices in Orlando, Atlanta, and Austin. Fifth Dimension is comprised of a group of individuals that work to embrace the future of architecture. 5D has gone beyond the typical practice of architecture and enhances the work-flow and relationships between our clients, contractors, engineers, and consultants by working together to embrace the future of design and technology.

We are currently seeking a Project Manager to join our team in Orlando and Birmingham. As a Project Manager, you, in partnership with the entire team, are responsible for project design and coordination. You may manage one or more projects during all phases of a project until completion and direct employees and consultants at all levels to ensure that proper steps and procedures are taken and that the work is completed as planned, budgeted, scheduled and in conformance with the design intent.

### **Leadership**

- Fosters and maintains a collaborative professional working relationship with the Project Team.
- Participates in and/or leads multiple project teams as Project Manager.
- Assists senior management in developing and validating project scope and fee, budget, and scope of services during the marketing and contract development process.
- Assists in preparing project presentations. May participate and/or lead client presentations.
- Consistently provides complete and timely communication of project information to and from clients and project team.
- Fosters a commitment to external and internal client service.

### **Management**

- Works to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Plans, organizes and manages the project. The Project Manager will provide on-going communication through team meetings/minutes/up-date memos to the project team.
- Communicates with consultants, contractors, sub-consultants, and other disciplines to ensure effective communication.
- Monitors construction administration during the construction phase
- Develops and maintains positive relationships with clients and consultants.

### **Client Interface**

- Responsible for maintaining client relationships throughout project. Keeps client apprised of project progress on regular basis. Initiates and maintains contact with other key project individuals for clarification, coordination and negotiation of critical issues.
- Consults with client to determine function and spatial requirements and prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction time. Plans layouts of projects and integrates engineering elements into unified design for client review and approval.

### **Business Development**

- Work with Senior Leadership to identify new business opportunities while developing current client relationships. Listens for and seek out new projects which may exist or are being formulated.
- Participates in selected marketing and business development opportunities.

## **Staff Development**

- Provides leadership including professional development coaching and mentoring staff.
- Defines staff requirements for projects as needed or directed.

## **Required Skills**

- Strong knowledge of design, trends, construction methodology, material application, and manufacturer-supplier appropriateness.
- Advanced knowledge of architectural building systems.
- Thorough understanding of project work plans, schedules, staffing, and budgets.
- Ability to manage multiple projects.
- Proficiency in Revit required.
- Lumion experience preferred by not required.
- Experience in Photoshop, Illustrator, Sketchup, and InDesign graphic software preferred.
- Proficiency in Microsoft Office Suite.
- Ability to communicate both verbally and in writing.
- Ability to work in a team environment.
- Ability to effectively meet deadlines.

## **Qualifications**

- Bachelor's degree in architecture or equivalent in education or experience required.
- 3-5 years' experience in architectural practice with management experience in all phases of projects.

If interested, please email your resume to Dan Fritts, President at [dan@5da-i.com](mailto:dan@5da-i.com).