



Architect/Senior Project Manager

Lead the Next Chapter of Architecture

Group 4 Design, recognized as one of the best places to work in Jacksonville, is a dynamic multidisciplinary design firm specializing in architecture, interior design, and planning. Our work includes multifamily, mixed-use, hospitality, retail, corporate, adaptive reuse, education, and community-focused projects.

As we continue to grow, we are expanding our disciplines, markets, and project types. We are looking for an experienced project leader who can guide teams, support clients, manage deadlines, and help strengthen how projects move through the studio.

Why Work with Us?

At Group 4 Design, we take pride in our energetic, passionate, and talented team of architects, designers, and project leaders. Our creative and social work environment fosters collaboration, innovation, mentorship, and professional growth.

We are excited to announce that we are seeking a motivated and experienced **Architect/Senior Project Manager** to join our team. This role is ideal for someone who can lead projects with confidence, communicate clearly, manage moving parts, and keep teams aligned from kickoff through closeout.

Role Description

The **Architect/Senior Project Manager** is responsible for leading and managing projects across multiple phases and project types. This role guides clients, consultants, stakeholders, and internal teams through project milestones while supporting schedules, budgets, deliverables, documentation, and quality control.

The **Architect/Senior Project Manager** will serve as a primary point of contact for project owners and key stakeholders, coordinate directly with design teams and consultants, and help ensure projects are delivered in alignment with G4 standards and project goals.

This position requires someone who understands both the technical and relational sides of project management. The right candidate can lead meetings, delegate tasks, track progress, manage expectations, identify risks early, and keep projects moving.

Responsibilities Include:

- Lead and manage projects of varying types from kickoff to delivery in alignment with G4 design, quality, and production standards
- Serve as the primary point of contact for clients, contractors, and key stakeholders
- Lead internal team, client, and stakeholder meetings and presentations
- Define and manage project scope, schedules, budgets, staffing needs, and deliverables
- Manage project schedules, budgets, milestones, and delivery
- Collaborate with Interior Design, Operations, Studio Leads, and project teams to support successful project outcomes
- Manage the development and coordination of technical documents, project plans, product specifications, and deliverables
- Participate in and support firmwide peer reviews and QA/QC reviews for phase deliverables
- Mentor Project Managers and Coordinators through delegated tasks and daily coordination

We would Love to Hear from You If You Have:

- 8+ years of professional experience in architecture, interior design, construction, or a related design field
- Strong experience managing projects from kickoff through completion
- Experience managing schedules, budgets, client expectations, consultant coordination, and project deliverables
- Commercial, multifamily, hospitality, corporate, adaptive reuse, mixed-use, or other related project experience
- Strong understanding of architectural and/or interior design project phases, documentation, specifications, and construction coordination
- Experience leading internal project teams and coordinating with consultants and contractors
- Experience reviewing drawings, specifications, project documents, or deliverables for quality and coordination
- Strong communication, leadership, organization, and problem-solving skills
- Ability to mentor junior staff, delegate tasks clearly, and support accountability across a project team
- Experience with Revit, AutoCAD, Bluebeam, Microsoft Office, or similar project/documentation tools
- Professional licensure, registration, or certification in architecture, interior design, project management, or a related field is required

The Ideal Candidate

The ideal candidate is a confident and organized project leader who understands how to balance clients, teams, schedules, budgets, and deliverables without losing sight of the design intent.

This person should be comfortable leading meetings, managing communication, coordinating with team and all stakeholders, tracking project performance, mentoring team members, and helping improve the way projects are delivered across the firm