

[Williamson Design Associates](#)

Project Manager (Architecture)

WDA is a regional practice-based Architecture, Engineering, and Interior Design firm with offices in Clearwater and Boca Raton, Florida. Our collaborative team delivers project types across multiple sectors including education, government, library, and private clientele.

We are seeking a creative, forward-thinking Project Manager to join our Boca Raton office. In this role, you will lead and oversee multiple projects from concept through construction, working closely with clients, consultants, and internal teams.

Key Responsibilities

- Manage multiple architectural projects from design through construction administration
- Coordinate consultants, schedules, budgets, and deliverables
- Lead client communication and project meetings
- Mentor junior staff and support team development
- Oversee production of construction documents and quality control
- Manage contracts, invoicing, and project forecasting

Required Qualifications

- Bachelor's degree in architecture from an accredited university
- 8+ years of relevant experience in architectural project management
- Proficiency in Revit, AutoCAD, Bluebeam, and Microsoft Office
- Strong leadership, organizational, and communication skills
- Knowledge of building codes and industry standards
- Florida architectural licensure, preferred
- Experience in K-12, higher education, or civic projects, preferred

WDA offers a competitive compensation and benefits package and a collaborative, growth-oriented work environment.

For more information [CLICK HERE](#); To apply, please submit your resume and portfolio to: careers@wdastudio.com