

Job Title: Project Manager

Location: Clearwater, FL

Position Type: Full-time, On-Site

Reports To: Office President

About Us

Fisher and Associates, LLC, is a professional Architectural design firm composed of Architects, Design, and Production staff members who specialize in retail, corporate office, and industrial architecture. Our team of 14 provides Architectural services throughout the southeast. We are seeking a highly organized and driven Project Manager to lead architectural projects from the conclusion of design development to construction completion.

Position Summary

The Project Manager will oversee multiple projects through all phases of commercial architectural projects. This position ensures design integrity, quality control, timely delivery, and client satisfaction. To achieve that, this position is responsible for the day-to-day management of in-house production staff, coordination with third party engineering consultants and contractors, and serving as the primary client liaison throughout the project. We are looking for a strong production and construction administration portfolio that displays projects at a variety of scales and complexities.

Key Responsibilities

- The production of construction documents in AutoCAD.
- Coordinate an internal team of Architects, Designers, and Drafters to meet project milestone dates.
- Collaborate with third-party engineering consultants (Civil, Landscape, MEP / FP, Structural) and ensure timely integration of their work.
- Responsible for production scheduling, red-lining, and coordination.
- Serve as the primary point of contact for clients, consultants, and contractors.
- Manage construction document schedules and track project progress.
- Ensure compliance with building codes, ADA requirements, zoning regulations, and firm standards.
- Review of General Contractor change orders and pay applications.
- Conduct quality control reviews of drawings and deliverables.
- Facilitate client meetings, presentations, tenant review submittals, permit submittals, and public agency reviews.

- Review and process submittals, RFIs, and construction-related documentation during construction.
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Qualifications

- Bachelor's or Master's degree in Architecture.
 - An Architectural license is preferred, but not a requirement.
 - 5–10 years of architectural project management experience.
 - Proven experience managing clients and engineering consultants.
 - Proven experience managing medium to large-scale commercial projects.
 - Strong understanding of commercial building systems, materials, codes, and construction practices.
 - Excellent organizational, leadership, and communication skills.
 - Proven ability to lead multidisciplinary teams and manage multiple projects simultaneously.
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Preferred Skills

- Professional licensure (RA) preferred.
 - Highly proficient in AutoCAD.
 - Proficiency in Revit would be a plus.
 - Experience with consultant coordination.
 - Experience managing clients and engineering consultants.
 - Experience with large-scale commercial projects such as commercial retail developments, Class A office buildings, or hospitality projects.
 - Good organizational, analytical, communication, and interpersonal skills expected.
 - Experience with masonry, steel and/or tilt-panel construction is highly desired and you must be experienced and competent in all aspects of architecture.
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What We Offer

- Competitive salary and bonus package.
 - Health, and 401(k) benefits.
 - Opportunities for career growth.
 - Collaborative, design-focused studio environment.
 - Continuing education support.
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How to Apply

Please send your resume and a brief cover letter to PMcareer@fisherarchitects.com. We are excited to meet the right candidate who will help us shape the future of our firm.