



PROJECT MANAGER

Ditman Architecture is an energetic architectural studio in Deerfield Beach, FL who specializes in master planning, education, multifamily, commercial and community architecture. We are a full services architectural firm delivering collaborative and integrated projects from concept to completion. We are seeking a full-time architectural project manager who offers a strong background in technical drafting and management coordination. This is not your typical career opening. There is no red tape with this position, and no defined singular role; this allows for maximum personal and professional growth. This position is for the self-motivated professional who wants more out of their architectural career, working on numerous projects of varying scales alongside the studio's associate principal and principal. If you are seeking an opportunity to be involved in all aspects of architecture, with a true hands-on approach with significant growth potential, this is the position for you.

Responsibilities include;

- Work directly and collaboratively with studio staff on production, and management of renovation and/or new construction with project budgets ranging from \$50,000 to \$100,000,000.
- Production of all phases of the design process from concepts through construction documentation.
- Involvement during the construction administration phase assisting with submittal reviews, RFI responses and field observation.
- Strong organizational skills with ability to multi-task and shift to projects of varying scales under deadlines or time constraints.
- Code research to include the Florida Building Code, NFPA, ADA as well as local jurisdictional land development and zoning regulations to ensure project requirements are met.
- Direct communication and participation with the local authority having jurisdiction, consultants, vendors and clients.

Required Skills and Qualifications;

- Professional degree in Architecture from an accredited College or University.
- 6+ years of experience working in the architectural field on commercial renovation, commercial new construction and/or multi-family projects in the State of Florida.
- Proficiency in Revit, AutoCAD, Bluebeam (or Adobe Acrobat), Photoshop, Microsoft Office (Outlook, Word, Excel). Optional experience in Sketchup, InDesign, Lumion or AutoCAD 3D.
- Strong verbal and written communication skills.

Benefits:

- Medical Insurance
- Opportunity for 401K/Retirement Plan
- Paid Holidays
- Paid Vacation Days
- Paid Sick Days
- Paid Continuing Education/Licensure

Please submit via email, with the subject line “Project Manager”, your resume, a visual portfolio displaying capabilities and salary requirements to Craig@DitmanArchitecture.com

All qualified applicants will receive consideration for employment without regard to disability, race, color, religion, sex, sexual orientation, gender identity, or national origin.

Please visit our website at www.DitmanArchitecture.com to learn more about the studio.

We look forward to hearing from you!