

InkStone Architects is a full service, residential and commercial architecture firm working on sustainable projects primarily in the modern or mid-century modern style. Clients seek us out for additions, renovations and new home construction and we provide collaborative project design and development, landscape and interior design, and construction management. We are a growing company located in the historic center of Concord.

InkStone is seeking an enterprising and self-directed individual with strong leadership skills to join our team as a project manager.

PROJECT MANAGER POSITION

Project Managers organize and run small to large sized projects. A PM serves as a client liaison to bring the schedule, budgets, and scope of work to completion to the client's satisfaction. The PM manages design team members, consultants, and contractor relationships. Although exact duties may vary, all of these tasks depend on effective communication skills.

RESPONSIBILITIES

- Designs and delivers presentations to clients and municipalities.
- Researches and applies municipal historical, conservation, zoning regulations and building codes.
- Manages the preparation of construction documents and project deliverables.
- Coordinates the consultants and integrates their work with ours.
- Reviews the work of junior staff.
- Coordinates schedules, submittals and shop drawings.
- Tracks and weighs in on the project budget, schedule and staffing requirements.
- Maintains quality control throughout design deliverables and construction administration.
- Communicates effectively with clients, builders, and vendors both verbally and in sketch drawings.

QUALIFICATIONS

A successful candidate is highly motivated, organized, and able to manage or delegate tasks and priorities to meet project deadlines working independently or in a collaborative setting. Additional qualifications include:

- Has six or more years of residential or commercial design experience.
- Understands architecture deliverables, construction methods, permitting processes, and local building codes.
- Communicates skillfully verbally and in writing.
- Is ideally a registered architect or is actively working towards architect registration.
- Holds a Bachelor of Architecture or Masters of Architecture degree.
- Is highly proficient in MS Office, Vectorworks or other 3D modeling software, and Adobe Suite.

BENEFITS

InkStone Architects offers a competitive salary commensurate with experience, a friendly environment, flexible work schedule, professional accreditation/CE reimbursement, and a performance-based bonus.

We know that our people are our greatest asset and recognize the importance of providing opportunities for learning and development. InkStone celebrates diversity and is committed to creating an inclusive, respectful environment for all employees. We are not able to offer visa or green card sponsorships.

Please send your resume, cover letter, and work samples to Eve Isenberg at eve @ inkstonearchitects.com