

DESIGN SAVANNAH WITH US.

PROJECT MANAGER

Greenline Architecture is an award-winning, 12-person architecture, interior design and historic preservation firm established in historically-charming Savannah, Georgia. We are seeking a full-time Project Manager with at least 10 years of residential design experience to join our team, located in the heart of the Starland District, Savannah's rapidly developing creative and artistic hub. Greenline Architecture's mission is to be the obvious choice to design a signature project for a discerning client. We are committed to sustainability in all aspects of our corporate culture and our designers are experts at their individual crafts. We seek projects that can be period specific or cutting edge. We seek clients who expect an intense level of involvement with their architect. We value our team, our relationships and our focus on top-notch client service. Our firm is currently engaged in a variety of creative design work including residential, commercial, hospitality, retail, historic preservation and mixed-use projects of various scales. Our culture is energetic, collaborative and open. We value people who are fun to work with and who have a positive impact on everyone around them. We support innovation and creativity and encourage all team members to contribute to the design process while fostering personal and professional growth.

YOU SHOULD:

- Be a graduate of an accredited architecture or design school
- Have 10 years of experience acquired in a professional setting relevant to this position
- Reflect experience in the residential design industry, as this Project Manager position will primarily involve leading projects related to residential design
- Hold AIA registration (licensure is highly desirable and preferred, but not required. Note: We will assist with professional licensure, registrations and continuing education to get you there!).
- Posses client relationship skills

YOUR DESIGN TALENT AND SKILLS WILL EXHIBITED THROUGH:

- The development of project and process approaches
- Fostering relationships with high-net-worth clients through various forms of communication
- Responsibility for architectural design development and overall design quality
- Fully developing and prepare schematic design drawings
- Fully developing and prepare construction documents
- On-site construction administration responsibilities
- Coordination of engineering, site and specialty consulting disciplines
- Preparation of presentation drawings, models and renderings
- Leading municipal and other review board submittal review packages
- Preparing design development presentations

YOU DESCRIBE YOURSELF AS:

- Familiar with residential design, best practices and current industry climate
- Design-oriented and self-motivated
- Willing to work collaboratively in a team environment with principals and staff, as well as clients, consultants and contractors
- Having solid communication skills, design aptitude and a positive attitude are all necessary
- Organized and able to meet deadlines
- A talented in sketching and rendering
- Proficient in AutoCAD, Revit, SketchUp, Adobe Creative Suite and Microsoft Office
- Familiar with a working knowledge of conventions, codes and construction practices of the United States

WHAT'S SPECIAL ABOUT US? WHAT CAN WE OFFER YOU?

- Well for starters, we're a team. We think we're truly the best team around.
- An amazing office environment; did we mention we get to work in a gorgeous, historic 1905 colonial revival building?
- We offer a better-than-competitive salary, commensurate with experience
- Remote work options of up to two days per week, after a period of 6 months with the firm
- Signing bonus
- Flexible hours/options for hybrid schedule
- Summer hours (9 hour work days for 9 consecutive work days with every other Friday off)
- Reimbursement for professional licensure, registrations, continuing education and professional library acquisitions.
- Firm sponsored health care and retirement plans

If this sounds like the right fit for you please send your résumé, cover letter and portfolio samples to kwetzel@greenlinearch.com.