

SYNOPSIS:

We are currently seeking experienced Project Managers with a passion for delivering exceptional results. The ideal candidate will possess 5 years or more of hands-on experience in managing architectural projects from inception to completion. As a Project Manager at SS&L Architects, you will be responsible for leading and overseeing all phases of a project, ensuring design integrity, timely completion, and seamless coordination across all involved stakeholders.

CORE RESPONSIBILITIES:

- Manage all aspects of architectural projects from pre-design through to project closeout.
- Oversee and guide the project team through programming, planning, concept design, design development, and construction document preparation including preparation of project specifications.
- Collaborate closely with engineering consultants and other design professionals to ensure design intent is maintained throughout the project.
- Lead the bidding and negotiation phases, securing appropriate contractors and ensuring alignment with project goals and budget.
- Supervise the construction administration phase, ensuring project quality, schedule adherence, and budget management.
- Handle client communication, providing regular updates and ensuring client satisfaction throughout all stages of the project.
- Ensure compliance with building codes, zoning regulations, and other applicable standards.
- Prepare project schedules, budgets, and coordinate resources to ensure projects are delivered on time and within scope.
- Foster a collaborative and positive work environment within the project team and with our clients.
- Actively contribute to the continued growth of the firm by cultivating new clients and actively mentoring and developing less experienced architectural staff members and project managers.

QUALIFICATIONS:

- Bachelor's Degree in Architecture from NAAB Accredited Program (required).
- Experience (5 years or more preferred) in the field of architecture with a proven track record of successfully managing architectural projects ranging in construction cost from \$5M-20M+.
- Licensed Architect (preferred but not required).
- Strong understanding of all phases of architectural project management, including pre-design, concept design, design development, construction documents, and construction administration.
- Ability to manage multiple projects concurrently, balancing competing priorities.
- Strong leadership, communication, and interpersonal skills.
- Expertise in coordinating with consultants, contractors, and clients, ensuring effective communication and collaboration.
- Proficient in project management software, design tools, and other industry-standard applications (Newforma Project Center, AutoDesk Revit, AutoCAD, Enscape, Lumion, Twin Motion, Bluebeam Revu, SpecLink, Adobe In-Design, Adobe Acrobat, Microsoft Outlook/Word/Excel, etc...)
- A keen eye for design, quality control, and detail.

ABOUT SS&L ARCHITECTS:

Founded in 1977, SS&L Architects is built upon the motto "Quality by Design." We are dedicated to design excellence and unwavering client service, delivering innovative and sustainable architectural solutions that meet the unique needs of every client. With about a half century of experience, SS&L Architects continues to foster a collaborative, creative, and growth-driven environment. Our team is passionate about design and committed to delivering outstanding results for our clients. We offer a dynamic work environment where your expertise and ideas are valued, and you will have the opportunity to work on exciting and impactful projects.

Our commitment to rewarding our team's hard work and talent is reflected in our competitive compensation package. We are proud to offer hourly wages. Standing out as one of the mere 14% of architecture firms nationwide that pay overtime rates, we ensure all members of our team are compensated for every hour they dedicate to their craft. Beyond wages, our benefits package is designed to support and enhance our team's well-being and work-life balance, including generous and flexible paid time off, health and dental insurance coverage plans, profit sharing, and gym membership discounts among other perks. We continuously monitor the market to maintain an industry leading compensation and benefit package. The combination of culture, compensation, and benefits ensures that SS&L remains an exceptional place to work.

Continued professional development is core value at SS&L. Ask us about our professional development incentives including architectural licensure support, post-licensure career development planning, and strong mentoring culture. See more at sslarch.com/academy.

The position is a full-time, in office position. However, we allow schedule flexibility and remote work opportunities on as-needed basis.

Our commitment to fostering an exceptional workplace culture has been recognized through recent accolades, including being named a **2024 Best Company to Work For in Alabama** by Business Alabama and the **#1 Best Place to Work in Architecture in 2025** by Best Companies Group. These honors, based on feedback from our talented team, affirm our dedication to providing a supportive, fulfilling, and inspiring environment where employees can thrive both personally and professionally.



HOW TO APPLY:

1. Interested applicants must complete the SS&L Job Application located at sslarch.com/apply.
2. Applications will not be considered until applicants email their resume, portfolio, and cover letter outlining their experience and qualifications to careers@sslarch.com.

Seay, Seay & Litchfield, P.C. (SS&L Architects) is an equal opportunity employer. No person shall, on the grounds of race, color, disability, gender, sexual orientation, religion, creed, national origin, age, or any other impermissible criterion or characteristic, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. SS&L Architects will make reasonable accommodations for qualified applicants or employees with a disability.