

MORGANTE • WILSON ARCHITECTS, LTD.

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ARCHITECTURE • INTERIOR DESIGN • URBAN PLANNING

MORGANTE WILSON ARCHITECTS, LTD. (Evanston, IL)

Morgante Wilson Architects, Ltd. is a diverse and vibrant group of 30 people committed to enriching our community through design excellence. We specialize in residential design. We believe the optimum client-architect relationship results from closely working together as an active team. Please visit www.morgantewilson.com for more information.

POSITION SUMMARY: Project Manager (Architectural Interiors)

Morgante Wilson Architects has a great opportunity for an experienced PROJECT MANAGER in our Evanston office. We are looking for a talented individual to join our staff and handle various interior architectural design components for our residential projects.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in architecture from an accredited program
- 3 to 5 years of experience as an architectural project manager is required
- Experience in design development, zoning, and code review
- Experience in preparation of construction documents under supervision.
- Demonstrable AutoCad working knowledge including layer management, external references, and other 2D commands.
- Basic Outlook, Word, and Excel ability.
- Valid driver's license required.

ESSENTIAL JOB RESPONSIBILITIES:

- Work on all project phases within a team to deliver according to schedule. Typical focus areas include planning and design, zoning review, permitting, bidding, construction documents, purchasing and site observation activities.
- Communicate with consultants, vendors, and contractors to ensure coordination of project requirements and collaborate as necessary.
- Resolve and provide solutions to design and technical challenges as required
- Monitor project cost, transaction spreadsheets and tracking documents.
- Participate in team meetings, coordinate with other consultants and review schedule adherence.

CONTACT:

Please address your correspondence to info@morgantewilson.com Resumes, including email address and phone number, should be sent by email only in PDF form. **Please no phone calls**