



Architectural Project Manager

Founded in 2001 by two retired US Air Force engineers; the Atriax Group is a multidisciplinary group of companies providing design, construction, and development services to the US Government and to select public and private entities worldwide. Our success is due entirely to the high caliber of employees we recruit, hire, and retain. At Atriax, we look for professionals who thrive in a high-performance environment where challenges are the norm and success is expected.

The main office, located in Hickory, NC, is a recently renovated motorcycle repair shop/parts store located on the growing and vibrant Hickory CityWalk with direct connectivity to the thriving downtown, Lenoir Rhyne University, and Lake Hickory. The new facility is now a landmark in the City and serves as a creative incubator for A/E design and collaboration both internally and with clients throughout the United States.

Position Summary

The Atriax Group is seeking a dynamic and passionate design-forward architect to join our firm as an Architectural Project Manager. As an Atriax Architectural Project Manager, you will work closely with other registered architects and architectural interns, as well as other design professionals, on a diverse portfolio of projects that span the globe. You will be responsible for all aspects of the day-to-day project and client management for multi-discipline architectural and engineering design projects and teams, from initial planning through construction phase. The successful candidate's responsibilities will include:

- Assisting early in the bid and proposal process, with expanding project engagement through the design process and sequential phases. Tasks include broad oversight of the complete contract documents, including drawings and specifications; monitoring of budgets and billings; preparation of change orders, and additional service requests.
- Managing and assisting with work on all phases of various projects including design development, preparation of presentation drawings and specifications, design review, and coordination and correlation of construction drawings.
- Engaging with clients regarding project requirements, concept and design development, and design presentations.
- Providing project team coordination for incorporating design intent into the construction documentation, specifications, and during construction administration.
- Managing project timelines and schedules.
- Participating in site visits and conducting field measurements to validate existing site and as-built conditions.



- Maintaining project document files, including meeting notes, financial information, client correspondence and project schedule.
- Resolving complex technical/design issues and provides guidance to team.
- Preparing and ensuring accuracy of technical documents through Quality Assurance reviews at different phases of project.

The Architectural Project Manager we are looking for will:

- Have a minimum of eight years of experience in the architecture and design field.
- Be a licensed architect with proven leadership skills.
- Have significant project experience in some combination of Healthcare, Government (Department of Defense and Department of Veteran Affairs is a plus), Aviation, Office, or Higher Education markets.
- Have significant experience with complex Government projects and contracts.
- Demonstrate a high level of drive and collaborative spirit.
- Be proficient with the AutoDesk family of products, to include both Auto CAD and Revit.
- Be available for domestic and international travel.

As a Service Disabled Veteran Owned Small Business, the Atriax Group has a deep commitment to veteran hiring, support, and career advancement. We are especially interested in candidates who are veterans or transitioning military personnel.

Compensation commensurate with experience and leadership background.

Available benefits for this position may include (but are not limited to):

- Excellent medical, dental, and vision
- 401(k)
- Short Term Disability/LTD
- PTO

Please send resumes and questions to:

Liz Johnson, Human Resources

703 Main Ave SW

Hickory, NC 28602

hr@atriaxgroup.com

Atriax is an Equal Opportunity/Affirmative Action Employer and is committed to Diversity and Inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.