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Project Manager

Byce & Associates Inc, an award winning architectural and engineering firm in Kalamazoo Michigan with a diverse and growing portfolio, is currently seeking a Project Manager to work on a variety of project types. The Project Manager is responsible for the quality of work performed, client service and development, reputation and image of the firm, contract management, billing collection, and project profitability.

Basic Qualifications

- Accredited architectural and/or engineering degree. AIA or PE preferred
- Minimum ten years of experience in architecture and/or engineering profession
- Leadership qualities and excellent problem-solving ability.
- Ability to operate well in fast-paced, collaborative environment.

Job Responsibilities

- Managing project development and execution from inception to closure.
- Working with Senior Management outlining goals, budget, timing, deliverables, project scope, and required resources.
- Completing work breakdown structure for the estimation of efforts needed for each task.
- Preparing and providing a project schedule to all participants.
- Communicating clearly the expectations to project team members.
- Resolving issues and solving problems throughout the project cycle.
- Determining the requirement of external contractors or consultants to accomplish the project plan, recruiting and managing appropriate staffing if required.
- Tracking and reporting project milestones and providing status reports Senior Management.
- Leading, coaching, and motivating members of project team on a positive basis.
- Completing post-project evaluations to determine the expected results.
- Responsible for control of work-in-process, ensures accurate client billings, and monitors outstanding accounts receivable and collection efforts on his projects
- Developing tools and applying best practices for the execution and project management.
- Excellent interpersonal and time management skills
- Excellent clear and concise written and verbal communication
- Ability to work independently and work collaboratively in a team environment
- Positive attitude and driven to succeed

Byce & Associates, Inc offers a competitive salary and a comprehensive benefits package to include: medical, dental, vision, supplemental life insurance, 401(k) plan, medical and dependent care reimbursement plans, education reimbursement program, continuing education, and paid time off (PTO).

For immediate confidential consideration, please submit your resume to hr@byce.com.

All candidates should have legal work status in the United States. Byce & Associates, Inc is minority owned, an Equal Opportunity Employer.