

## ARCHITECT | PROJECT MANAGER

### Company Description

McCulloch England Architects is a healthcare architecture firm based in Charlotte, NC. Our mission is to partner with healthcare teams to improve and inspire the community through design. With a focus on personal, client-centered service, we have a strong client base and the expertise to handle healthcare projects of various scales, ranging from \$50,000 to \$300 million.

### Role Description

McCulloch England Architects is hiring Medical Office Building Architect | Project Manager to manage multiple small-medium size projects while developing and nurturing strong relationships with multiple clients in the medical office building market sector.

This is a full-time on-site role located in Charlotte, NC. The individual will be responsible for architectural design & project management. Day-to-day tasks include leading architectural projects, managing project timelines and budgets, and ensuring seamless integration of client's needs.

### Position details

The role of this individual includes the following:

- Manages multiple small-medium size projects in medical office buildings
- Project development including programming, design, and construction administration
- Estimates design scope of work
- Prepares proposals and contracts
- Provides the conceptual design and oversees project support team
- Identifies LEAN process improvements in medical office design
- Coordinates with the project team
- Manages project communications and documentation
- Coordinates project efforts: administrative and technical
- Ensures the most efficient and cost-effective execution of project
- Primary client liaison
- Nurtures and maintains client relationships
- Recommends design solutions that meets client's need
- Promotes effective client communications
- Grows the firm through forming and fostering client-firm relationships
- Maintains client relationships following project completion

### Qualifications/Expectations:

- Professional degree in architecture, licensure, and 5 years of medical office design experience
- Must have a passion for and depth in all phases of tenant upfits/medical office building
- Strong leadership, organizational, communication, and relationship management skills
- Excellent presentation skills - comfortable presenting ideas in front of professional groups including physicians and clinical teams
- Excels in problem solving, ability to multi-task
- Flexible, open minded, forward thinking
- Understanding and navigation skills of the following codes and guidelines: North Carolina State Building Code, FGI Guidelines, ADA requirements
- Project management proficiency including documentation, scheduling, and time management

**Software Competencies** Revit, AutoCAD, Microsoft Office Suite

**Additional preferred competencies:** Bluebeam, Twinmotion, Enscape, BIM360, SketchUp, Adobe Creative Suite

Send resume with "PROJECT MANAGER ARCHITECT" as the subject to [gmurray@mccullochengland.com](mailto:gmurray@mccullochengland.com)