

# GURRIMATUTE

## Position: Project Manager

Gurrimatute is currently seeking to immediately fill the position of Project Manager. The Project Manager will have full responsibility for managing all aspects of multiple small to mid-size projects. The Project Manager will prepare strategic plans for project success and be responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects. The Project Manager will serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. The Project Manager will actively manage the client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of work, and prepares proposals and contracts.

### Job Responsibilities

- Maintain and increase client/customer satisfaction
- Maintain projects on schedule and within budget
- Manage several clients and several projects simultaneously
- Develop A/E fee and man-hour projections
- Execute subconsultant agreements
- Oversee projects from programming through project close-out including the preparation of construction documents for permit and construction administration.
- Knowledgeable in local building Codes/Guidelines
- Prepare "Red-Lines" for Intern Architects
- Coordinate sub-consultants on each project
- Identify potential scope creep
- All other duties as assigned

### Essentials

- Exceptional written documentation and record keeping
- In-tune with new technologies and workflow processes
- Strong organizational and time-management skills

### About Gurrimatute

Gurrimatute is an award-winning architectural firm, established for over 26 years and headquartered in South Florida. A small-business-certified firm, Gurrimatute's key market sectors include Transportation (Aviation and Seaports), Civic/Federal, Educational, and Healthcare. Gurrimatute is deliberately and rapidly growing, with projects throughout the southeastern United States.

### Job Requirements

#### Job Type

Full-time, permanent

#### Office Location

Miami, Florida

Deerfield Beach, Florida

#### Industry

Architecture/Engineering/Construction

#### Work Experience

8+ years (minimum) US work experience in the preparation of construction documents for permit, project management of governmental projects.

#### Education

Bachelors of Architecture

#### Licensure

Florida Licensed Architect preferred, but not required

#### Computer Skills

Microsoft Office 365 (with emphasis in Excel, Teams, and SharePoint)  
Bluebeam Revu  
MS Project  
ProCore/NewForma

#### Benefits

Salary Commensurate with Experience  
Promotion/Growth & Leadership Opportunities  
Vacation, PTO & Holidays  
Group Health, Dental, and Vision Insurance  
Short-Term Disability Insurance  
Matching 401K

Submit Resume to:

[careers@gurrimatute.com](mailto:careers@gurrimatute.com)

