

**PROJECT MANAGER JOB POSTING**  
**Marlon Blackwell Architects**  
**Fayetteville, Arkansas**

**SUMMARY**

Marlon Blackwell Architects is an internationally recognized architectural design firm serving a wide range of clients and institutions, locally, nationally, and internationally. We seek talented and enthusiastic candidates for a Project Manager position who exhibit a willingness and initiative to contribute to the growth and success of our firm.

Project Managers serves a unique leadership role throughout the life of a project and in the culture of the firm. As a primary point of contact for projects, you will communicate directly with clients and project teams while working directly with MBA's Principals to implement, oversee, and execute the vision. The role requires exceptional organizational, collaboration, and communication skills and a desire to lead internal project teams with words and actions. An exacting eye for quality and deep investment in the logistics and details of a project will be required on a daily basis.

**RESPONSIBILITIES**

- Manage project and client teams in the development of complex and multi-faceted projects – locally, nationally, and internationally
- Coordinate all project efforts, both administrative and technical, while monitoring production and development on projects, ensuring an exceptionally high level of design and service
- Interpret, organize, execute, and coordinate assignments and tasks, establishing priorities for project development, defining scope, and resolving key questions and challenges

**QUALIFICATIONS**

- Contemporary and creative design sensibility with strong conceptual and problem-solving skills
- Exceptional leadership skills and ability to generate buy-in from clients and project teams
- Confidence in generating solutions and expanding on information provided by others through exploration of alternate possibilities and by asking the right questions
- Exceptional graphic, verbal, and written communication skills
- Excellent analytical capacity and ability to generate and apply research to specific issues and project or program requirements
- Demonstrated understanding of technical project development, detailing, and systems
- Strong hand and technical skills, including Adobe Creative Cloud (Photoshop, Illustrator, and InDesign) and 3D modeling (experience in Revit® a plus)
- Must demonstrate robust work ethic and be resourceful and proactive
- Ability to manage and prioritize multiple projects
- Collaboration and teamwork are essential
- Detail oriented with a commitment to design excellence

**REQUIREMENTS:** Professional Degree in Architecture  
Eight (8) plus years of experience  
Registration required  
Minimum two (2) References

**BENEFITS:** Full Benefits after initial probationary period

**JOB TYPE:** Full-time

Marlon Blackwell Architects is an equal opportunity employer. Employment decisions are based on merit, qualifications, abilities and business needs and not on race, color, religion, sex, national origin, age, physical or mental disability, marital status or any other characteristic protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs and all other conditions and privileges of employment in accordance with applicable federal, state and local laws and regulations.