

# Architectural Manager Job Description

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## **Duties and Responsibilities:**

- Lead and mentor construction, design, and technical teams to achieve project objectives
- Evaluate design specifications and project plans to approve or recommend changes in design
- Oversee the hiring and training of construction personnel for a building project
- Coordinate and assign job duties to technical staff to ensure smooth work operations
- Select and procure suitable materials and equipment for an architectural project
- Conduct negotiations with building contractors to determine the rate for construction services
- Carry out cost estimates to determine the budget for a building project
- Supervise construction activities to ensure compliance with established building specifications
- Proffer recommendations to clients on the materials, equipment, and labor required for an architectural undertaking
- Enforce adherence to health/safety policies and procedures in order to ensure a risk free and healthy environment
- Contact clients to present proposals for the management/coordination of a construction project
- Ensure proper documentation of all relevant financial and construction information for reference and report purposes
- Carry out studies and research to identify new techniques for construction and construction management
- Conduct analysis on project plans and technological resources to determine the feasibility of a project
- Liaise with production, technical, management, and marketing staff to discuss and implement project plans.

## **Architectural Manager Requirements – Skills, Knowledge, and Abilities**

- **Education and Training:** Architectural managers require a Bachelor's degree in architecture or related engineering discipline. At least 8 years of experience as an architect is also required to secure the job. To advance to this position, a Master's degree in engineering management, technology management or business administration is essential
- **Analytical Skill:** Architectural managers are able to assess project plans and specifications to identify architectural flaws and recommend changes
- **Math Skill:** They are versed in making calculations to verify the feasibility of architectural designs
- **Organizational Skill:** They are able to coordinate and direct construction activities at a work site to ensure smooth operations.