

PROJECT MANAGER

Hartman Design Group is seeking a Project Manager with 5+ years of experience working in the Interior and or Architecture industry.

As a Project Manager at HDG, you will manage exciting projects during the design and construction phases. HDG's projects are one-of-a-kind designs (new construction and renovation) for multifamily developers. They range from Class A rentals and condominiums to affordable and senior living. Your high energy and attention to detail will drive project success that meets our clients' high expectations. Tap into your creativity portal and join a dynamic team of creative professionals.

Responsibility:

- Coordinate with general contractors, sub-contractors, the client and HDG design team as well as base building architects and MEP Engineers
- Coordinate documents throughout the phases of design and documentation
- Monitor the schedule and deliverable due dates
- Process submittals & respond to RFI's
- Construction site visits and issuance of site reports
- Create and issue ISK's using Bluebeam, AutoCAD and/or Revit
- Quality control of projects under construction
- Ensure adherence to standards and accessibility codes

Qualifications:

- 4 Year Degree in Interior Design, Architecture and/or Construction Management
- 5+ years full time experience working in the Interior and or Architecture industry
- Interior Design and/or Interior Architecture project management and construction administration experience
- Knowledge of project management, construction administration principles and practices
- Deep knowledge of construction documents including architectural, interior design, structure, and MEP
- Knowledge of millwork detailing
- Knowledgeable and proficient with AutoCAD and Revit
- Proven leadership and communication skills that foster team cooperation
- General computer skills (word, excel)

Programs:

- AutoCAD
- Revit 360

Hartman Design Group is an award-winning commercial interior design firm specializing in new construction and renovation of multi-family properties since 1987. With a distinctive body of work that spans five decades, we have partnered with some of the most notable and highly respected developers both nationally, and throughout the Mid-Atlantic region. Together, we help people love where they live.

At HDG, we're committed to offering everyone opportunities to learn, experiment, and grow. If you are motivated by challenge, passion, and meaning, then you'll love working here.

Our staff size ranges between 24 - 30 people

HDG is located in the Rockville Town Center - 1/2 block from Rockville Metro Station.

HDG offers competitive salaries and full benefits.