

MANAGER - ARCHITECTURE

Memphis, TN

Full-Time - Competitive Salary Based on Experience

We are seeking a Manager for our Architecture Department in Memphis, TN who will manage and lead a staff of architects and help oversee various types of architecture projects. The ideal candidate must understand the technical aspects of the work and always strive to achieve high standards of accuracy and quality, while also demonstrating the ability to manage, lead, and grow our architecture department. The candidate must also be an efficient problem-solver who has developed an elevated degree of expertise and skill in the development of architecture design and drawings. Our current and past architectural projects include educational facilities, office buildings, warehouses, commercial and maintenance facilities.

Fisher Arnold is an Equal Opportunity Employer and we require all our new team members to work in a drug free environment and submit to an initial screening.

Benefits: We offer a competitive benefits package including:

- 401(k) with Company Match
- Health, Dental & Vision Insurance
- 160 Hours Annual Paid Time Off
- 9 Annual Paid Holidays
- Flexible Work Week (Half-Days Fridays)
- Employee Assistance Programs
- Flexible Spending Account
- Life insurance

Essential Duties and Responsibilities:

- Provide technical support, advice, and oversight for various architectural projects
- Provide leadership and management to our architecture group
- Assume responsibilities for business development including nurturing existing clients and reaching out to prospective clients
- Coordinate with staff and other Fisher Arnold departments and subconsultants in the development of construction documents
- Prepare and/or provide a senior review of technical correspondence, project scope and cost proposals, technical reports, memorandums, work plans, and project specifications
- Project management and execution, including the development and maintenance of project scopes, schedules and budgets, coordination of team members, and prioritize schedules to accomplish tasks for time-sensitive deliverables
- Communicate effectively with peers, clients, and other department heads
- Support team business development activities, including client interaction and customer relationship management
- Train, mentor, and develop junior and intermediate staff

Qualification and Experience Requirements:

- Bachelor's Degree in Architecture from an accredited university
- At least fifteen (15) years of applicable experience
- Licensed in the states of Tennessee, Mississippi, and Arkansas, or the ability to obtain in six months

HOW TO APPLY:

Send your cover letter and resume in PDF format to careers@fisherarnold.com with "Manager Architecture" as the Subject Line. All correspondence regarding your application should be transmitted via email; no phone calls please. We look forward to hearing from you!



FISHER ARNOLD

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KNOXVILLE | CHATTANOOGA | JONESBORO | CHIPLEY | TALLAHASSEE
888.583.9724 | www.fisherarnold.com | careers@fisherarnold.com