

Who We Are:

Trinity is a nationally recognized healthcare planning and architecture firm based near Columbus, Ohio. We are business planners, architects and designers dedicated to address the issues that challenge healthcare facilities today. We are currently looking for a self-motivated project architect with 6 or more years of experience to join our growing team. Revit, Sketch Up and Healthcare experience is preferred.

Project Manager:

Project Manager (PM) is responsible for maintaining and developing client relationships. She or he leads an entire architectural project, from budget to implementation, making sure that project teams meet quality, schedule, contractual and budget goals. The architectural team size may vary per project. The successful candidate will monitor and manage project staffing and their professional development.

Position Responsibilities:

- Maintain and further develop client relationships.
- Lead the planning/implementation of projects.
- Facilitate the definition of project scope, goals and deliverables.
- Define project tasks and resource requirements.
- Develop full scale project plans.
- Assemble and lead project team.
- Provide clear communication to project team on a weekly basis.
- Inspire, develop and mentor architectural design staff.
- Provide performance evaluations for their team and track their development.
- Manage project resources, scope, schedule and budget.
- Manage project resource allocation.
- Plan and schedule project timelines.
- Track project deliverables using appropriate tools.
- Provide direction and support to project team.
- Quality assurance.
- Constantly monitor and report on progress of the project to all stakeholders.
- Present reports defining project progress, problems and solutions.
- Implement and manage project changes and interventions to achieve project outputs.
- Leads in Live Design meetings.

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills
- Architectural License required
- Bachelor's Degree required; professional design certifications are highly desired.
- Knowledge of architectural design concepts, practices, and procedures.
- Proven ability to function in all production activities from kick-off through close-out
- Strong organizational skills, self-motivated, organized and effective under pressure
- Ability to multi-task and accurately perform a variety of complicated tasks in a fast paced environment.

- Proficient in AutoCAD, Revit, Sketch Up and Healthcare experience is preferred
- Minimum of 10 years of professional architectural design and technical expertise.

Please send your resume, work portfolio and cover letter to atoombs@trinityhealthgroup.com.