

SLM

Senior Project Manager (Hybrid Position)



About SLM Architecture

With over thirty years of collective professional experience, SLM Architecture in Mineola, NY takes the art of design and the technology inherent to innovation to develop sustainable structures that work to stimulate the human experience.

We recognize that investment in our team is essential to building a strong well-rounded resource for our clients and the communities we serve. We are committed to continual professional development through building our resources, in-house training programs, and encouraging individual and shared interests both in and outside of the office.

Position Summary

As a Senior Project Manager with experience in affordable multifamily residential architecture, you will be involved in overseeing multiple projects in a fast-paced environment, ensuring accuracy in submittal drawings, and managing project documentation, including detailed meeting minutes. The Sr. PM will coordinate with consultants and Architectural Designers, delegate tasks effectively, and apply expertise in Revit. Field experience is essential to ensure seamless project execution from design to completion.



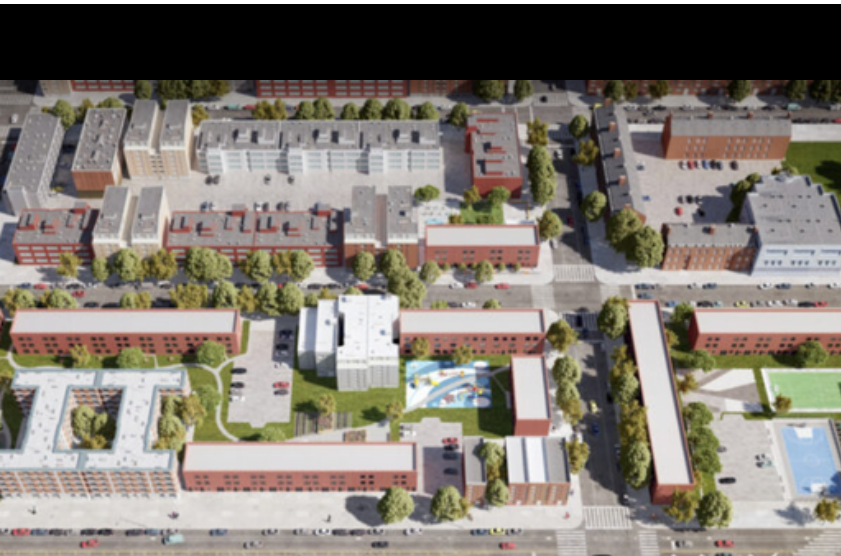
Responsibilities

- Develop accurate and detailed submittal drawings, including floor plans and elevations.
- Review and incorporate change requests as directed by the architect, clients, and managing partner.
- Manage multiple projects simultaneously, ensuring timely and high-quality deliverables.
- Work independently and collaboratively within a team-oriented environment.
- Utilize expert-level Revit skills to produce detailed contract drawings.
- Conduct field visits to oversee project progress and address design-related issues.
- Communicate effectively with clients, consultants, and team members.
- Provide leadership and mentorship to junior team members.



Qualifications

- Bachelor's degree in Architecture is required.
- Minimum of 15 years of experience in residential architecture.
- Strong portfolio with detailed samples of at least two projects.
- Field experience is essential.
- Expert-level proficiency in Revit with the ability to produce complete contract drawings.
- Strong organizational and problem-solving skills.
- Ability to work in a fast-paced, deadline-driven environment with minimal supervision.



Benefits

- Remote work on Mondays & Fridays
- 33 PTO Days
 - 12 PTO
 - 5 Sick
 - 14 Holidays
- Medical Benefits (Voluntary)
- Free Vision and Dental (Voluntary)
- 401(k) with company match
- Short-Term Disability
- Long Term Disability
- Term Life Insurance
- Summer Fridays- July- September