

# **Project Manager - Rohn Design**

The Project Manager is responsible for the successful management and implementation of all assigned projects to ensure they are completed in a timely fashion and within budget. They plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed from inception to completion.

The Project Manager reports directly to the Director of the Studio.

## **General Objective**

Plans and oversees every phase of a project, making sure that the studio and all contractors produce results that achieve the goals of the client while keeping within the timeline and budget.

## **Responsibilities:**

- Determine feasibility of the project and inspect site for adequacy of environment
- Works with the Liturgical Design Consultant in selecting design and professional services
- Advising clients in obtaining approvals, negotiating and bidding, and closing-out projects
- Creating construction budgets, scope of work, schedules and timetables
- Making real-time recommendations based on evaluation of the progress of work and contractor's performance in adhering to construction standards, deadlines, and budget

## **About Rohn Design**

A family-owned and operated business since 1952, Rohn and Associates Design, Inc. is one of the country's foremost leaders in providing trusted professional guidance on liturgical art and design, environment master planning, and parish educational programs. Our staff consists of the owners and several professionals in the area of Design, Drafting, Sourcing and Scheduling.

## **Experience and Skills Preferred**

- Experience in construction or project management
- Education in architecture, engineering, construction management or related field
- Able to build healthy relationships between co-workers, contractors, and customers
- Able to work with office management, workflow management, and architectural software

This is a full-time, management level position with benefits and insurance.

Work is based out of Pittsburgh, PA, with required travel for on-site visits and inspections.

All jobs have a paid probationary period that is reviewed after 90 days of employment or earlier.