



Davis Bews Design Group, Inc.

150 State Street East

Oldsmar, FL 34677

(813) 925-1300

Since 1994, Davis Bews Design Group has earned an honored reputation in the residential design and drafting industry, with an emphasis on our customer satisfaction and drawing excellence. Our passion is to be a heroic company with great people; to form partnerships and strive for our bigger future together.

We are personally committed to establishing a genuine partnership with our clients through exciting design, exceptional drawings, and service that exceeds expectations and contributes to their success.

Architectural Project Manager

Note: All positions at Davis Bews Design Group begin as contractor positions

Overview of Position:

The Architectural Project Manager will be accountable for the internal oversight of all commercial design/drafting jobs. The person in this position will be a self-manager and will have high discipline and follow through skills, is willing to learn and adjust practices and procedures to adapt to the best processes. This person will be experienced and knowledgeable in the architectural industry, commercial construction, and Florida building codes. This role requires a client-centric mindset and someone experienced working with builders and developers.

Detailed Job Responsibilities:

1. Manage all aspects of incoming commercial jobs, including managing client expectations and the process flow of deliverables
2. Attending Client and internal meetings as necessary
3. Preparing, pricing, and following up on proposals and maintaining appropriate administrative records of such
4. Coordinating third parties and internal resources
5. Providing quality assurance and code reviews and occasional CAD support

Qualifications/ Experience

1. Minimum 5 years of experience in commercial project management, including client-facing positions
2. Experience in commercial construction industry and Florida building code required
3. Construction/Drafting industry experience
4. Organized, detailed orientated, and process driven
5. AutoCAD experience preferred
6. License number, if applicable

We **LOVE** Drawing Houses.