

## Join Our Team

*Weber Thompson is an award-winning architecture, interior design, and landscape architecture design firm.*

We work on a wide variety of project types, from affordable housing, mid-rise and high-rise multi-family, commercial office as well as hospitality and retail. Our projects are complex, and you will work hard – but you will be alongside a great group of people who prioritize collaboration and humor in their day-to-day work. We work in a light filled, Living Building office in the middle of the highly energized Fremont neighborhood in Seattle.

Our office is a friendly and low-key, yet deadline-driven environment with minimal egos. We pride ourselves on our commitment to the environment, community, and our clients. Our office culture welcomes humor and nurtures career growth. We offer a robust package of benefits, and a flexible, hybrid working schedule.

Weber Thompson is committed to creating a diverse environment and are proud to be a JUST Certified Company.

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NOW HIRING:

### Full-time Project Manager

Weber Thompson is looking for a project manager who is passionate about sustainable design, leading a team in collaboration, stellar in their communications internally and externally with clients, consultants, and jurisdictions while in a hybrid environment and can rock a spreadsheet like nobody's business. If you like Deltek, that is an added plus.

We have a wide variety of exciting, complex projects, from affordable housing to market rate, from mid rise to high rise, from Seattle to Bellevue to all points Puget Sound. We also have several highly sustainable, and mass timber projects on the boards. Sound like fun?

This is a full time salaried position with benefits. You will work out of our office in Seattle, WA, although part-time remote work is possible.



RESPONSIBILITIES + REQUIREMENTS

**Responsibilities:**

- Manage projects through all phases of design including construction administration.
- Build consensus around design ideas with clients, consultants and team members.
- Supervise and collaborate with a team and be an advocate for project success through design development to project delivery.
- Define staff roles and responsibilities for projects
- Manage day-to-day activities of the project team
- Foster on-going communication through team meetings and minutes
- Coordinate consultants and jurisdictions
- Review drawings sets for technical coordination
- Manage project budgets, delivery plans, consultants and schedules. Track fees and scope of work for conformance to contract.
- Estimate fees, define scopes of work and assist with the preparation of project proposals and contracts
- Prepare and execute contracts for consultants.
- Mentor staff as needed for consistent professional growth

**Required:**

- Bachelor's degree in Architecture or related field
- Master's Degree preferred
- 5-8 years of Architecture experience, including 2-3 years minimum managing large complex projects
- Knowledge of materials, construction techniques, specifications and building codes
- Thorough understanding of project delivery plans, schedules, staffing and budgets.
- Strong verbal and written communication skills
- Ability to distill and relay critical information to project team, clients and consultants
- Interact well with other disciplines
- Professional registration preferred
- Sustainability certification preferred
- Facility in MS Office required.
- Knowledge of Deltek Vision, preferred



## JOB BENEFITS + FIRM CULTURE

### Benefits:

- Health/Dental/Vision Insurance. 99% of premiums are paid by the company
- 401(k) Plan, including Roth investment options. After one year, an amount equal to 3% of salary is contributed on a five-year vesting schedule.
- Monthly transportation allowance
- Discretionary Year-End Bonuses
- Nine paid fixed holidays + three floating holidays per year to use at your discretion.
- A minimum of Fifteen Days Paid Time Off accrued in first year
- Annual paid volunteer hours
- Paid license exam fees
- Opportunities for professional development.
- Flexible, hybrid schedule; three days a week in office
- This position is anticipated to be filled with a Project Manager (\$86,000 - \$118,000) level employee

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### Culture

At Weber Thompson, we're undeniably "people first." It's a place where ideas are tested. Knowledge flows. Mentorship is prized. It's a place where people come not just to work, but to make a difference.

### Philosophy

At the core of our design practice is a dedication to our clients, our team, and the planet. This requires exceptional listening skills, a roll-up-your-sleeves attitude, and a willingness to challenge the status quo. We believe that incredible things are possible when we do what's right, even when it's not easy.





LEARN MORE & APPLY

**To apply:**

Please send your cover letter (important!) and resume to [jobs@weberthompson.com](mailto:jobs@weberthompson.com). If you're excited about one of these positions but feel you don't check every box in the requirements, please apply anyway! Studies have shown that marginalized communities are less likely to apply to jobs unless they meet every single qualification. As a JUST Certified Company, we are committed to building an inclusive, diverse, equitable, and accessible workplace, and you may be the perfect candidate for one of our open positions!

Thank you!

To learn more about our firm culture, benefits and projects, visit [weberthompson.com](http://weberthompson.com) or find us on [LinkedIn](#), [Instagram](#), [Twitter](#), and [Facebook](#).

