



2953 South Peoria Street, Suite 101
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THK Associates, Inc. is currently looking for a **Project Manager** with 4 to 6 years of experience to join the Landscape Architecture/Planning department. The Project Manager is directly accountable to the Director of Planning and Landscape Architecture. Day to day responsibilities will include conceptual design, hand, computer and/or 3D graphics preparation, taking part in public meetings, development of planning and entitlement documents, preparation of construction documents and construction observation. This position will also include delegation of production work to staff and assisting other Project Managers and Task Leads as required. The candidate will be expected to be a professional registered landscape architect (or be near completion of licensing). The Project Manager candidate will receive exposure to and participate in all projects undertaken by the firm including both private development and publicly driven projects. The Project Manager position will also assist in the tracking of firm work opportunities, development of proposals, fostering client relationships and business development tasks. The Project Manager will be responsible for assisting in project management tasks including client relations, coordination with sub-consultants and government agencies, billing, budget management and staff management.

Candidates should have a strong work ethic, the ability to manage multiple projects at any given time and produce a variety of different deliverables. Additional skills that will help the selected candidate succeed include good verbal, graphic and written communication skills; ability to multi-task and organize; ability to complete tasks on set deadlines; ability to clearly direct staff on work product; ability to work in a team environment; initiative to take on additional responsibilities; strong hand drawing skills are preferred; creativity and vision on large and small scale projects and irrigation design experience is preferred.

Software: Applicants should have proficiency in:

- AutoCAD/Civil 3D
- SketchUp and SketchUp extensions
- Lumion - preferred
- ArcGIS
- Adobe Creative Products:
 - Required – Photoshop, InDesign and Acrobat
 - Preferred – Illustrator and Premiere

Education and Experience:

Applicants should have a Bachelor's degree in Landscape Architecture and Project Management experience working in a professional planning and design consulting firm. Planning experience is a plus.

Compensation:

Compensation and benefit package will be commensurate with experience. THK offers competitive salary, health benefits, profit sharing, paid holidays and personal time off (PTO).

THK supports licensure and ASLA membership.

Applications:

Please submit the following: Single PDF under 12 MB with cover letter, resume and work samples to jwalker@thkassoc.com. Applications should list "PM LA Position" in the subject line. No phone calls please.

Applications are due no later than 3:00 pm, Thursday, October 15, 2020. It is anticipated that this position will be filled by mid-October 2020. Please visit our website at www.thkassoc.com for more information about THK's staff and projects.