

PROJECT MANAGER AT ARCHIVAL STUDIES

Archival Studies is looking for a new full-time member to join our team as a Project Manager. We are seeking an open, communicative, and organized individual with a minimum of 3 years of work experience in the field of architecture and design.

Your responsibilities will encompass a variety of tasks, including:

- Managing and developing our ongoing spatial projects. This includes all phases from research, programming, planning and designing to scheduling and administering the building process.
- Project, budget and team management.
- Communicating with clients, producers and the AS team.
- Creating engaging visual materials for presentations.
- Collaborating in a team of designers, architects and joiners.

We are seeking candidates who possess the following qualifications and skills:

- Educational background or practical experience in architecture and design.
- Proficiency in relevant design software and tools.
- Technical understanding of building materials and systems.
- Knowledge of architectural design and construction detailing.
- Knowledge of construction procedures, zoning and building codes.
- Strong communication and time-management skills.
- Ability to handle multiple projects simultaneously in a fast-paced environment.
- Close attention to detail and a passion to work in an interdisciplinary team.
- Ability to contribute creatively within a collaborative team environment.

Candidates with the following additional qualifications will stand out:

- Familiarity with 3D modeling and rendering software.
- Skills in strong visual communication.
- A keen eye for aesthetic detail and innovative design solutions.

We offer a dynamic work environment within our international and interdisciplinary team of architects, designers, and joiners. If you are a motivated individual with the described background, we would love to hear from you!

To apply, please send your resume, portfolio and cover letter to job@archivalstudies.net

Archival Studies is an equal opportunity employer and we value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.

EMPLOYMENT TYPE: Full-time position

WHEN: From 1st April 2024

LOCATION: Valby, Copenhagen, DK

EXPERIENCE: min. 3 years of project management

APPLICATION DEADLINE: 22nd March 2024

