Architectural Project Manager / Planner (Design Manager)

The Role:

The Plan A Team is growing, and we are looking for dynamic, energised and proactive Design Managers to join our office in Cape Town. We are a friendly team, focused on knowledge sharing, learning, development and approachability. We are hands-on and like to go above and beyond to help deliver amazing design stages.

This position will be full-time Monday to Friday, and is a **non-design role** that provides support to architectural practices to deliver a design management service across one or a series of projects. You will be responsible for project delivery, supporting with project set-up and QA activities and portraying Plan A Consultants externally in a positive manner.

This position requires working in our office in Cape Town and is not a remote role.

About us:

At Plan A Consultants, we believe Design Management is the definition and management of the complex design process for Architects to deliver successful projects worldwide.

We have been and are employed by some of the world's most respected Architects, including:
Adjaye Associates | Heatherwick Studio | Populous | Zaha Hadid Architects | Foster & Partners | Stanton Williams | Grafton Architects | Henning Larsen | Aedas | HOK | Mecanoo | Grimshaw | White Arkitekter | Snøhetta | HKS | BIG | Metropolitan Workshop | L-A-V-A

We support Architects to lead international architectural projects, including museums, sports stadiums, resorts, and masterplans. Our Design Managers coordinate and strategise processes and procedures to help manage complex design teams, in partnership with our clients. We build an environment and team culture to encourage the project team to work together efficiently and effectively.

Duties and Responsibilities:

We carry out Design Management activities, such as:

- Supporting the Architect in the administration and management of the project
- Supporting with progress reporting including dashboards and weekly reports
- Provide high quality of service and receive positive feedback from the Client
- Arranging and chairing meetings, preparing agendas and writing minutes
- Preparation of documentation and consultancy supporting Architects on design competitions
- Issue accurate, correct and quality documentation
- Design programme / route map preparation and monitoring
- Client, Project Manager and Design Team liaison
- Design Management documentation including information tracking spreadsheets and design management plans
- Team organisation and coordination
- Support in closing out client comments on milestone submissions
- Ability to manage and multi-task workload priorities

About you:

We're looking for professionals with good communication skills, who can manage competing priorities. You'll ideally have a post-graduate qualification, preferably in architecture, or related experience in architecture or design. However, please note **this is a non-design role**. You should be able to proficiently use Microsoft Word and Excel. For the role we'll ask you to learn Visio and MS Project. We do not use CAD packages. You will be keen to learn, proactive, considerate, tactful and a relationship builder. If you have a positive attitude, are a reliable team player, and have good attention to detail, we'd like to hear from you.

What you'll get:

Along with the opportunity to work with some of the world's best architects on high-profile international design projects, you will get:

- Competitive salary and benefits package
- Generous annual leave allowance (21 days) plus the ability to buy more
- Day off for your birthday
- Medical aid subsidy
- Paid annual professional subscription (eg. SACAP)
- Budget for individual training or further study
- Day off for personal volunteering
- Two weeks of remote working per year
- Supportive and close-knit team environment
- We are a small, young and diverse company that values its employees!

Interested?

We would love to hear from you! Please submit your CV and cover letter explaining your interest in Design Management and Plan A. Any questions, please reach out to careers@planaconsultants, or see more about us here: https://planaconsultants.com/our-people/culture/#Careers