Project Manager / Coordinator
SOW Design Studio | Fort Lauderdale, FL | Full-Time, In Office

Bold ideas. Clear commitments. Follow-through from design through construction.

About Us
SOW Design Studio is an architecture and interior design firm in Fort Lauderdale. We work on residential, hospitality, and commercial projects in South Florida and internationally, from private homes to hotels and resorts. We are a boutique team, therefore, everyone's work matters and has a direct impact on the projects and our clients.

The Role
We're looking for a proactive, organized Project Manager / Coordinator to keep our projects on schedule. You'll set timelines at kickoff, track what's pending across the office, and work with our Project Managers to get deliverables out complete and on time.

What You'll Do

- Set project timelines and key dates at kickoff and hand them off to the assigned Project Manager.
- Run coordination meetings with a clear agenda and track open items across all active projects.
- Keep engineers and consultants on schedule, get decisions in writing, and make sure deliverables are complete before they go to the client.
- Support Project Managers on difficult projects and clients, and communicate schedule changes clearly.
- Propose architectural details based on building codes and common construction methods.
- Support the team through construction and keep project files organized and current.

What You'll Bring

- 5+ years of project management experience at an architecture or design firm.
- Experience across SD, DD, CD, Permit, and CA.
- Strong leadership and communication skills, and the ability to manage multiple deadlines.
- Attention to detail. To show us, include a quote that inspires you at the top of your resume.
- Working knowledge of detailing, building codes, and construction methods.
- Proficiency in Revit, ACC, AutoCAD, and Google Systems. Smartsheet is a plus.
- Spanish preferred.
- A good sense of humor is a plus!

How to Apply
If you value honest collaboration, take pride in keeping your commitments, and enjoy helping ambitious ideas become built work, we'd like to hear from you. Send your resume to info@sowdesign.com with "Project Manager / Coordinator" in the subject line.

SOW Design Studio is an equal opportunity employer.