

Project Architect/ Project Manager – Bismarck, ND

January 19, 2026

Job Description

We are currently seeking an experienced, full-time **Project Architect/ Project Manager** to join the HTG Team in our Bismarck, ND office. This role requires drawing from a high level of technical experience, the ability to manage a variety of projects, and providing support activities during all phases of projects. While the candidate will be expected to primarily work in the office, a hybrid schedule may be available after an initial introductory period. Occasional regional travel within ND as well as travel to the following states - SD, MN, MT, NE, and WY may be required. Additional national and regional travel locations may be required as new projects emerge.

We value candidates who are hard-working, possess strong interpersonal skills, and demonstrate innovative problem-solving abilities. Self-starting capability and attention to detail are crucial. We seek team members who can effectively communicate and collaborate to meet clients' needs and serve with humble confidence. At HTG, we foster a team-based environment where individuals can learn and grow professionally. Our goal is to create partnerships beyond buildings.

RESPONSIBILITIES:

- Collaborate with project stakeholders, including clients, design team members, and constructors, to determine project requirements and goals.
- Create project deliverables, from conceptual and schematic design through construction documentation and detailing of multiple concurrent projects.
- Coordinate work with a multidisciplinary team of consultants throughout the project development.
- Assist the project lead in development and monitoring of project budgets and schedules.
- Research materials and products and assist the project lead in the production of specifications.
- Ensure building design compliance with applicable codes, zoning laws, and industry standards.
- Support and facilitate communications between the client, design team, and construction team.
- Participate in construction administration, including reviewing submittals, attending meetings, and providing on-site observations and documentation.
- Conduct quality control reviews to ensure project standards are met.
- Provide technical guidance and mentorship to architectural production staff.

REQUIRED QUALIFICATIONS & SKILLS:

- Bachelor's degree in architecture, design, or a related field.
- 8+ years of experience in architectural design and project management.
- Strong problem-solving and critical-thinking skills.
- Self-motivated with project management experience and the ability to manage multiple people and projects simultaneously in a fast-paced, deadline driven environment.
- Excellent writing skills to communicate with both team members and clients in a prompt and professional manner.
- Proficiency working in Revit/ Autodesk Construction Cloud (ACC) Environment.
- Proficiency in Microsoft Office Suite applications
- Experience using Bluebeam and Bluebeam Studio for project team documentation and coordination.
- Sound knowledge of technical detailing concepts and building assemblies, including building envelope detailing.
- Ability to work effectively in a collaborative team environment.
- Commercial project experience on at least ten (10) projects with over \$2 million in construction costs

PREFERRED QUALIFICATIONS:

- Previous experience in Financial, Dental or Recreational Facilities, such as ice arenas and multi-purpose sport court recreation centers is a plus.
- Proficiency in AutoCAD
- On-site field construction administration experience.
- Familiarity in writing project specifications in BSD SpecLink Cloud.