



Belle Firma is a premier boutique landscape architecture firm known for the quality and longevity of our team, relationships, and projects. Together we create timeless landscapes that grow into lasting partnerships in the development industry.

Belle Firma is adding to their talented team and seeks an experienced Project Manager to join our rapidly growing company. The ideal candidate will possess and demonstrate our Core Values and will be: Passionate, Ambitious, Accountable, Responsive, Intentional, and Humble.

Belle Firma's portfolio includes a wide array of project types including Education, Healthcare, Hospitality, Religious, Industrial, Retail, Multi-Family, Restaurant, Office, and Single-Family developments. This is an excellent career opportunity for an innovative, hard-working and talented individual to contribute their expertise to a diverse portfolio and build a progressive career in Landscape Architecture.

Available Position: Project Manager – Landscape Architect

Job Summary:

Project Manager will serve as a point of contact and be responsible for managing assigned projects to ensure project success. Incumbent will be responsible for the management, client satisfaction, coordination, and execution of a variety of project types and scales.

Supervisory Responsibilities: None

Primary Duties/ Responsibilities:

- Prepare Landscape Architecture documents for various phases of design including schematic design, design development, and construction documents
- Manage multiple projects of various scales and coordination through all phases of projects
- Identify and resolve project related problems to keep project activities moving forward and on track
- Conduct Quality Control reviews of project deliverables
- Ensure timely and successful completion of project milestones
- Review and respond to RFIs and contractor submittals
- Conduct site visits and final inspections of projects
- Create punch lists for contractors
- Perform other related duties as assigned

Required Skills and Competencies:

- Leadership and public speaking skills
- Excellent design, graphic, verbal and written skills
- Design skills for physical design and planning, layout and selection of materials
- Knowledge of plant material for appropriate use, application and location
- Knowledge of Landscape Architecture construction materials
- Proficient in AutoCAD, SketchUp, and Adobe Creative Suite
- Lumion knowledge preferred

Education and Experience:

- Bachelor of Landscape Architecture Degree from accredited university
- 1 – 2 years of Project Management experience
- 5 – 7 years of Landscape Architecture Experience

Certifications and Licenses:

Current registration as Professional Landscape Architect

Physical Requirements:

Prolonged periods of sitting at desk and working on computer
Occasional project site visits

Belle Firma offers competitive compensation and a generous benefits package to full-time regular employees that include employer paid medical, dental, vision, basic life, short-term disability, and long-term disability. Additional company benefit offerings include Simple IRA, PTO, professional development opportunities, and company outings.

To apply, send cover letter, resume, and digital portfolio (4 MB) to careers@bellefirma.com and reference job title in the subject line.

Location: Dallas, Texas
Job Type: Full-Time
Classification: Exempt