

Office Leader/Branch Manager

Springfield, IL

Hurst-Rosche has an opportunity for an **Office Leader/Branch Manager** based out of our **Springfield, IL** office. We are an integrated design firm that unites a dynamic team of architects, engineers, surveyors, and industry specialists driven to help solve our clients' greatest challenges working primarily with governmental clients.

As the Branch Manager, you'll be the skipper of your own vessel. You'll have the chance to work closely with upper management, collaborating to accomplish goals in business development and strategic planning. In addition to leading the Springfield branch, you'll also be a Project Manager and a key client contact.

As the Springfield Branch Manager your general duties will include:

- Handle day-to-day branch operations.
- Develop relationships with other Hurst-Rosche managers, senior leadership and marketing to define market and client opportunities and strategies for business development.
- Lead projects using resources to accurately invoice clients within budget.
- Effectively communicate ideas and technical concepts to coworkers and with clients on sensitive and complex matters.
- Understand client needs and apply innovative thinking to solve problems and capture opportunities.
- Ensure quality control for projects and clients.
- Develop and maintain a high level of understanding of market, client, and technology trends and advancement.
- Attend meetings and community and industry events.
- Recruit, develop, coach and mentor staff.

Qualified candidates must have a Professional Engineer License or minimum of a Master of Architecture or a First Professional Degree and must be, or currently eligible to be, a Licensed Professional Architect in at least one State in the US. NCARB certification is seen as a strong plus. A strong PMP certified candidate will be considered.

Familiarity with Standards and Policies of USPS, GSA, CDB, IDOT, MoDOT, EPA and other Federal Agencies are looked upon as favorable. Excellent written & verbal communication skills are essential. Projects frequently require physical inspection of site and may be done independently.

Hurst-Rosche offers a dynamic, collaborative and rewarding environment while providing the flexibility to balance your personal and professional life. We offer a competitive salary and benefits package, matching 401k, affordable health, dental, and vision coverage, paid life insurance and short-term disability coverage.

Hurst-Rosche recognizes the value of diversity in our workforce. We are committed to equal opportunity. We consider all qualified candidates without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, partnership status, protected veteran status, disability, or any other status protected by federal, state, or local law.