

CONTRACT & COMMERCIAL MANAGER (M/F/D) – ARCHITECTURE AND PLANNING

Do you understand how essential professional commercial and contractual management is to the success of ambitious architectural projects? Are you able to keep track of contracts, fees, invoices and variations, and do you enjoy working closely with project teams? Then we look forward to getting to know you.

About Us

C.F. Møller Architects is one of Scandinavia's leading architectural firms and has been synonymous with award-winning architecture in the Nordic countries and around the world for more than 100 years. Our work combines experience, innovation and Nordic values to create architectural quality that meets both sustainable and aesthetic standards. In this way, we create solutions with lasting value—for clients, users and society.

C.F. Møller Architects has also had a presence in Berlin for the past seven years. In our office, located on a bright top floor in Schöneberg between Gleisdreieckpark and the Neue Nationalgalerie, an international team of around 35 architects works on a wide variety of projects.

About the Role

For our Berlin office, we are looking for an experienced Commercial Project Manager to join us as soon as possible and provide central support to our architectural and design projects across Germany.

In this newly created role, you will manage the commercial and contractual aspects of our projects throughout all project phases. You will support project management in commercial steering, ranging from budgeting, fee management and forecasting to the analysis of costs, hours, budgets and project margins. Your responsibilities will also include preparing and following up on invoices, receivables management, and monitoring payment and billing status.

A further key focus will be contract and change management. You will identify, assess and document additional services and schedule changes at an early stage; prepare associated fee claims, proposals and required correspondence; and support related negotiations. You will also contribute to the review of contractual agreements, monitor relevant deadlines, and ensure clear, traceable documentation of outstanding commercial matters.

Working closely with project management, senior management, Finance and Legal, you will further develop commercial project processes and standards for our Berlin office. The role combines commercial project management, contractual expertise and structured collaboration with project teams, clients and external partners.

Who You Are

You have several years of professional experience in commercial project management, project controlling, contract management, claim management or a comparable role. Ideally, you have worked in architecture, planning, engineering or construction and understand the particular requirements of complex planning and construction projects. You are confident in working with budgets, fees, calculations and commercial project performance indicators. You are familiar with invoicing, additional services, variations, scope changes and project forecasts.

Knowledge of the German construction and planning contract environment—particularly BGB, VOB, HOAI, as well as consultant and subcontractor agreements—is an advantage. You work in a structured, diligent and independent manner. At the same time, you can present complex matters clearly and communicate confidently with a wide range of stakeholders—from project teams and clients to management and international colleagues.

You have excellent written and spoken German skills as well as good English skills for collaboration with colleagues and Group functions in Denmark.

What We Offer

We offer you a permanent, full-time position with a salary commensurate with your experience and performance, as well as the opportunity to actively shape a central new function within our Berlin office.

You will work closely with a dedicated international team and take on responsibility for ambitious projects.

As part of an international team of around 300 colleagues across eight locations, you will be introduced to the in-house standards of C.F. Møller Architects.

Your place of work is Berlin. In addition, you will occasionally travel to the sites of our construction projects and to our headquarters in Denmark.

We support your professional and personal development through internal specialist seminars and regular participation in external training programme+s. You can expect a dedicated team characterised by open communication, mutual respect and a strong sense of collaboration.

Practical Information

Please submit your complete application documents in German or English via our career portal.

Your application should include a cover letter and a CV in tabular form, stating your possible start date and salary expectations.