

# Project Manager

In-Office

Permanent

Full time

Great architecture is where design ingenuity meets project discipline.

A great Project Manager understands how much strong coordination and sound project oversight matters. This includes crystal-clear communication, careful follow-through, steady attention to detail, and an awareness of project metrics and budgets that keep projects moving well and profitably. At MJM Architect, we are looking for a Project Manager who can apply these principles and communicate clearly with consultants, contractors, clients, and municipalities. Someone who can connect the dots, anticipate the next step, keep an eye on scope, schedule, and budgets, and help keep everyone moving in the right direction.

## About the Company

MJM Architect is an award-winning boutique architecture firm based in downtown Victoria, BC. We are recognized for thoughtful design, adaptive reuse, and building modernization across a **meaningful and varied portfolio** of residential, commercial, hospitality, industrial, and institutional projects.

We foster a **down-to-earth, people-centred culture** rooted in excellence, dedication, integrity, approachability, **work-life balance**, and the belief that people do their best work when they are **supported to grow**. We offer **professional development opportunities, competitive salaries** and **extended health benefits** in our bright, newly renovated office with **ocean views** and even a **ping pong table** and a **dart board!** While this is an in-office role, we **offer some flexibility** when appropriate, and **one work-from-home day biweekly**.

## The Opportunity

As Project Manager, you will help bring clarity to the process, structure to the details, and proactive oversight of project budgets and performance while maintaining steady momentum through each stage of a project. This position is a great opportunity for a mid-career project professional who is ready to take ownership, strengthen project systems, and become a trusted central point within a growing architectural practice. The right person will enjoy both the big-picture view and the details, bringing structure, foresight, and follow-through to complex projects.

You will **work independently** but will have our **full team's support**. This role is highly **collaborative** and **supported** by an experienced Principal, technical team, strong established internal processes, reliable historical project data and tools that help inform scheduling, budgeting, and project performance while still offering room to improve systems and **make the role your own**.

## Key Responsibilities

- Develop project scopes, assist with fee proposal preparation, and support consultant RFPs, quotes, and comparison matrices.
- Coordinate project delivery from pre-design through construction and close-out, including schedules, priorities, team communication, and follow-up actions.
- Organize and manage project documentation, including contracts, drawings, reports, approvals, client sign-off documents, and building permit packages.
- Liaise with municipalities regarding submissions, requirements, review comments, and responses.
- Monitor project metrics and financial health, including fee tracking, resource allocation, schedule alignment, and scope creep.
- Coordinate meetings, prepare agendas and minutes, track action items, and maintain clear communication across project teams.

- Support construction administration, site review documentation, tendering, contractor coordination, and close-out processes.
- Contribute to systems and process improvements that support efficiency, consistency, and collaboration as the firm grows.

## Required Qualifications

The ideal candidate will bring:

- Minimum 2–4 years of project management experience, preferably within architecture, construction, engineering, or a related professional services environment.
- A strong affinity for project metrics, budgeting, and profitability.
- Excellent organization, attention to detail, and ability to manage multiple priorities simultaneously.
- Proven ability to manage schedules, timelines, project priorities, and overall project financial health.
- The ability to think ahead, anticipate next steps, and proactively identify what needs to happen before issues become urgent.
- Strong written and verbal communication skills, with the ability to communicate professionally across clients, consultants, contractors, and municipalities.
- Strong document and report preparation skills, and comfort working across multiple software platforms and project management tools.
- Strong leadership skills to maintain accountability and follow-through across project teams while fostering positive working relationships.
- Emotional intelligence, self-awareness, and the ability to remain grounded and professional under pressure.
- A respectful, collaborative approach, with the ability to give and receive feedback with openness and professionalism.
- A willingness to contribute to continuous improvement of systems, workflows, and project processes as the firm grows.

## Assets

- Understanding of the full architectural project lifecycle, from concept through construction administration and close-out.
- Demonstrated experience working with data, project metrics, and financial information to support informed decision-making and project profitability.
- Ability to interpret architectural drawings, consultant input, and technical documentation with confidence.
- Post-secondary education in Business, Commerce, Finance, or a related field considered an asset, particularly where it supports financial analysis, budgeting, or project performance tracking.
- Experience with municipal permitting processes, BQE CORE or similar project accounting tools, CCDC contracts, construction administration, tendering, and consultant coordination.

**Salary range** - \$75,000 - \$90,000, commensurate with experience.

## How to Apply

If you're looking for a place where **your work matters** and your **growth is supported**, MJM is a place where you can thrive. Please send a cover letter and resume to [mylene@mjmarchitect.ca](mailto:mylene@mjmarchitect.ca).

MJM Architect Inc. is an equal opportunity employer committed to an inclusive, diverse, and barrier-free workplace. We welcome applicants from all backgrounds and perspectives. If accommodation is required at any point in the recruitment process, please contact Human Resources.