

Project Manager

In-Office	Permanent	Full time (with possibility of 4 days/ week)
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Great architecture depends on more than great design—it requires exceptional project management.

While our Principal Architect leads the design vision, our Project Manager leads the planning, financial stewardship, and project performance that keep projects on track, profitable, and positioned for success.

At MJM Architect, we're looking for someone who enjoys turning data into action, improving systems, and using technology to help projects—and people—perform at their best. If you're equally comfortable leading people, analyzing project performance, planning resources, solving problems, and building strong client and relationships, we'd love to hear from you.

About MJM Architect

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 are equally committed to providing an exceptional client experience, building long-term relationships through responsiveness, transparency, and trusted advice.

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 bi-weekly**.

The Opportunity

As Project Manager, you will be the team lead for the coordination of our architectural projects, ensuring the seamless integration of people, schedules, budgets, and resources to deliver exceptional project outcomes. Working closely with the Principal, and Building Technologists, you will oversee project schedules, budgets, staffing, and performance while making full use of our BQE CORE software to provide real-time insight into project status and resource planning. This is an opportunity for someone who enjoys leading high-performing projects, making data-driven decisions, inspiring collaboration through empathetic leadership, optimizing project performance and profitability, while continuously improving systems that support long-term organizational success.

What You'll Do

- Develop and manage project Gantt charts: schedules, milestones, and priorities from pre-design through construction and project close-out.
- Champion the effective use of BQE CORE by maintaining accurate project data, developing meaningful dashboards and reports, and leveraging project metrics to improve project performance, resource planning, and profitability.
- Analyze project financial performance, identifying risks and trends, and recommend practical solutions to keep projects on track.
- Forecast staff workload and allocate resources across multiple concurrent projects.
- Coordinate communication among clients, consultants, contractors, municipalities, and internal project teams.
- Oversee project documentation with the support of the Operations Coordinator.

- Continuously improve project management systems, reporting, workflows and performance metrics.

What You'll Bring

The ideal candidate will bring:

- Minimum 3–4 years of project management experience, ideally within architecture, construction, engineering, or a related professional services environment.
- Strong business and analytical acumen, with a proficiency in understanding project performance metrics, including utilization, realization, earned value, and profitability.
- Demonstrated ability to create and manipulate Gantt charts to manage schedules, project budget and resources allocation.
- Excellent organization skills, with the ability to manage multiple priorities and competing deadlines.
- Advanced proficiency using project management software and technology to support decision-making.
- Experienced leader, with a commitment to supporting, coaching, and empowering project teams while maintaining accountability for project outcomes.
- High emotional intelligence and professionalism, with the ability to build trust, navigate challenging conversations, and foster positive working relationship.
- A proactive mindset with a passion for continuous improvement.

Assets

- Understanding of the architectural project lifecycle.
- Project Management Professional (PMP) certification or other recognized project management designation considered an asset.
- Business, Commerce, Finance education.
- Experience working with BQE Core or similar project management software.

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.

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.