

# project manager



## about us

At f-BLOK we seek out problems to solve. We believe we have a responsibility to improve each space we affect and occupy. Every day our team strives to do this by bridging the gap between owner, architect, contractor, trades and technology to find efficiencies and maximize investment in the built environment. We may not always be part of the solution but are happy to connect you with our network of business leaders, contractors and experts that might be.

We partner with local and national entrepreneurs, doers, researchers and change-makers to learn and expand our perspective. Our organization is responsive to the requirements of the work rather than the directives of any powerful individual. We challenge overly complicated processes and policies, hierarchy and ego driven decisions— striving for efficiencies, lean planning, collaboration and community building in all that we do.

We are on the hunt for a Project Manager to manage projects in Manitoba and beyond as well as contribute to our internal teams that promote the continual learning and excellence related to management, research and knowledge building and creative and technical execution. The Project Manager will provide project management for a variety of architectural and interior design projects— including schedule, budget, risk, and quality control—ensuring our project teams are operating as well-oiled machines that never drop the ball. and fostering a high caliber of solutions across all deliverables. The Project Manager will be tasked with overseeing internal development of management tools and systems and fostering a culture of improvement and performance will having fun. This person needs to do well with ambiguity and thrive in fast-paced and highly stressful situations. This person needs to be a world-class communicator, logistics-guru and executer. People, task and client management should excite you.

## about the position

- Working as part of a collaborative team of architects, interior designers, technologist, consultants, contractors and owners.
- Acting as project manager on a variety of commercial, multi-family residential and industrial projects.
- Participating in business development.
- Understanding client's businesses, needs and drivers and creating and maintaining long-term relationships with them.
- Contributing to the overall culture and trajectory of the firm.
- Responsible for ensuring budget, schedule and risk management for each project.
- Responsible for understanding client's goals and desired outcomes and ensuring all deliverables are reflective of those.
- Collaborating across various teams at f-BLOK to ensure consistent management processes.
- Establishing key performance indicators related to project success and firm metrics.
- Establishing tools and systems that are visual and interactive that readily communicate to team members responsibilities, tasks, critical path, dependencies, etc.
- Conducting site assessment and project start-ups to formulate an understanding of scope of work and project trajectory.
- Actively participating in design reviews and discussions.
- Overseeing, producing, coordinating and managing full multidisciplinary design and construction document packages and teams.
- Communicate with the office and share lessons learned and best practices on a regular basis.
- Mentor team members and up-and-coming architects/ interior designers/ project managers.

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## about you

- You have 3+ years experience in an architectural or construction office or similar in a management role.
- You have knowledge and experience working with non-profits, community groups and Indigenous groups.
- You have experience and interest in working in collaborative construction contract models such as design-build, construction management and integrated project delivery.
- You love coordinating across many disciplines and never drop the ball.
- You find opportunity within constraint—maximizing value and efficiencies.
- You have a growth mindset and are always looking for opportunities for improvement.
- You have a passion for data gathering, understanding, breaking down, organizing and pulling out conclusions.
- You are proficient in project management software tools.
- You don't just check your work, you double check and welcome the feedback or review of a team member or senior.
- You are passionate about delivering high quality client service, meeting deadlines and finding cost efficiencies.
- You meet deadlines, no questions.
- You are equally able to work alongside a partner or team as you are able to take full ownership of a project from start to finish.
- You are able to see the forest through the trees; bringing a creative approach to project management that isn't just about task management but rather, is focused on delivering the most effective solution to the problem at hand.
- You thrive when juggling many moving parts simultaneously, and you can turn up the hustle when necessary.
- You are comfortable with minimal direction combined with high expectations.
- You always follow up and follow through on time.
- You are never the person who says, "that's not my job".
- You have knowledge of the National Building Code and codes applicable in other jurisdictions across Canada.
- You are excited about f-BLOK and the role and impact you may be able to have with us.

## how to apply

Interested applicants are encouraged to forward their cover letter and resume, in confidence, to [info@f-BLOK.ca](mailto:info@f-BLOK.ca). Only candidates selected for an interview will be contacted. We thank all applicants for their interest in f-BLOK architecture inc.