

## Project Manager

### About Republic

**Republic Architecture Inc.** is a creative and inclusive team. We are passionate about our work and committed to a collaborative approach to design and practice. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful and sustainable projects that engage the public is at the heart of everything we do.

### Position

We are looking to add a **Project Manager** to be part of our growing team. responsible for leading and managing projects for the architectural and interior design teams. This position includes:

- Coordinating and managing the overall organization, administration, and delivery of the firm's projects.
- Collecting project background information and data, acting as a client liaison, and coordinating the transfer of project information between project team members.
- Analyzing processes, procedures, and working practices to identify and implement changes to increase efficiency, productivity, and overall performance of project teams.
- Attending meetings with various stakeholders to coordinate resources, determine project criteria, and provide information.
- Ensuring corporate and office protocols and standards are followed.
- Coordinating and scheduling meetings, and providing agenda and meeting minutes.
- Working closely with Job Captains, the Design Team, and Production to ensure the effective delivery of cultural, defence, and educational projects across the country.
- Creating and managing master project schedules and budgets.
- Managing, coordinating, and compiling project deliverables.
- Overseeing quality control processes.

### Qualifications

Preference will be given to an architect, architectural technologist, or project manager from a recognized Canadian school who has experience in a professional consulting office. Candidates must be attentive to detail, with strong management, communication, and organizational skills. Experience in contract administration is an asset.

### Apply

If you're looking for the opportunity to be part of a dynamic and growing firm, we want to hear from you. Email your resume in confidence to [careers@republicarchitecture.ca](mailto:careers@republicarchitecture.ca)