

PROJECT MANAGER

Republic is not your average design firm. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful and engaging projects is at the heart of everything we do.

If you've met our team, visited our studio, or checked out our social media posts, you know we are unique. Dedicated to elevating and maintaining the health and wellbeing of our team, the studio is decked out with fitness equipment, the kitchen is stocked with healthy snacks, and work areas range from cozy café style lounge spaces to ergonomically friendly sit/stand desks. While the studio is an inviting and creative space, our work can happen anywhere – we allow for remote work and flexible schedules. These are just a few of the things that make us different. We also have social groups, monthly team events, and so much more.

The **Project Manager** will be responsible for managing multi-disciplinary teams throughout all phases of design and construction to deliver successful projects. This position will be supported and coached by our Chief Project Officer. This role includes:

- Coordinating and managing project organization, administration, and delivery;
- Collecting project background information and data, acting as a client liaison, and coordinating the transfer of information between project team members;
- Analyzing processes, procedures, and work practices, identifying and implementing 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 firm-wide protocols and standards are followed;
- Coordinating and scheduling meetings, and providing agenda and meeting minutes;
- Creating and managing master project schedules and budgets;
- Managing, coordinating, and compiling project deliverables; and
- Overseeing quality control processes.

Tell us why you're our next **Project Manager**. Send your resume to careers@republicarchitecture.ca

Preference will be given to applicants with 3+ years' experience managing teams within structured processes. Candidates must be attentive to detail, with strong management, communication, and organizational skills. Knowledge of the design and construction industry is not necessary, but an asset.