

Job Information

Employer Name: Musson Cattell Mackey Partnership AAA Member : Yes No
Job Title: Project Manager Job Type (F/T or P/T): F/T
Location(s): Vancouver, BC Expected Start Date: _____
Website Address: www.mcmparchitects.com

Job Description

Lead internal and consultant teams in the development and production of documentation and materials from schematic design to occupancy

- Produce and execute work plans
- Experience in the creation and the delivery of Schematic Design, Development Permits, UDP and/or ADP Booklets, Working Drawings and Construction Administration is an asset
- Able to collate germane materials, have copy writing and editing experience, coupled with RFP drafting knowledge for supportive consultants
- Large scale project commercial and residential experience with a track record of completed projects
- Construction detailing experience with construction administration knowledge is beneficial
- Technologically literate with a variety of program platforms and a keenness to learn while having access to a variety of mentors within the office for career growth
- Liaise with the project and municipality staff, consultants and clients on multiple projects at a time
- Exhibit a highly developed degree of experience in drafting (previous or current) and collaborating graphically using a variety of programs with importance placed on use of AutoCAD, Sketchup and REVIT
- Able to organize documentation effectively and quickly digest a significant volume of information to advise the firm and clients on a projects status
- LEED AP BD + C project experience and LEED knowledge is an asset as many of our projects target high sustainability standards and use LEED as a metric

Qualifications & Skill Sets

Bachelor's Degree in Architecture or Technical Diploma (3-5 years of experience working as a Project Manager)

- Experience in creating drawing sets and taking projects from start to finish, through all phases
- Working knowledge of BC Building Codes, Vancouver By-laws and accessibility requirements meeting provincial standards
- Deadline and detail-oriented, self-starter and takes initiative
- Understands and appreciates the importance of collaboration and is a "team player"
- Effective and concise communicator: verbal and written English
- Precise decision-making and document checking abilities, accuracy and accountability
- Strong proficiency required in Revit, AutoCAD, 3D programs a plus, MS Office, Photoshop and/or InDesign

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

Submit Your Resume in Confidence!

We are an open and collaborative teamwork focused environment where we value our employees and offer the potential for growth within the firm. Please, no phone calls or drop-ins. Submit your resume by e-mail (pdf) indicating the position you are applying for in the Subject line.

Attention: Gabriele Bromley (Ms), Administrative Director & Associate
Musson Cattell Mackey Partnership Architects Designers Planners
Email: mcmp@mcmparchitects.com