

## ABOUT THE OPPORTUNITY

Are you curious, bright and motivated?

We are a busy design office in Vancouver looking for an experienced Project Manager who excels as a self-starter and is motivated by collaborating with a multi-disciplinary team.

If you don't meet 100% of the preferred skills outlined in this job posting, please don't be discouraged and tell us why you'd be a great fit for Placemark in your cover letter!

## THE ROLE

- Working in collaboration with both the supervising Principal and assigned project team, the Project Manager actively advances the planning, design and administration of projects.
- Responsible for the organization, technical management, and planning aspects of projects - including client and consultant contact; assist in the production of technical, design plans and statistical summaries; information organization and circulation; and project team coordination.
- Liaison between the technical team and client to establish expectations as well as monitoring project timelines, workloads, and project objectives to ensure that they all stay on track.
- Plan and organize project budgets, timelines, the scope of work, and more.
- We are a boutique design consultancy with room to grow - with the right candidate this role allows for future development and growth.

## ABOUT YOU

Our preferred candidate would have 4+ years of related work experience in a professional design or consulting environment. The ideal candidate will also possess the following skills, strengths, and interests:

### Technical

- Holds a degree in Environmental Design, Architecture, Landscape Architecture or Urban Design with fluency in critical thinking, coupled with interest in real estate and private sector consulting.
- Excellent written, graphic and verbal communication skills that emphasize professionalism and team support.
- Technologically-savvy, with an ability on Adobe CC Suite, specifically Acrobat, InDesign, Illustrator and Photoshop, as well as all Microsoft Office software is critical. Skills with Google Earth, Sketch Up, or Cinema 4D would be an asset.

### Interpersonal

- Experienced and confident in taking on new challenges and capable of tracking complex projects and strategic relationships.
- Adaptable to shifting project demands, and ability to proactively make decisions and priority calls with little guidance.
- Collaborative team player and highly adaptable, demonstrates initiative and positive attitude.
- Able to work independently; seeks input and asks for help from team members when needed.

### Professional

- Manage information with tact and discretion.
- Keen sense of professional discretion and judgement.

# PROJECT MANAGER | Design + Planning (cont')

## ABOUT US

Placemark is a multi-disciplinary design + development studio, specializing in community planning, urban design, land development, resort design, public engagement, and project marketing.

With over 30-years of experience in both the private and public sectors, we deliver outstanding design thinking, community collaboration, and meaningful client partnership. Placemark creates value through design.

Our mission is to create places that inspire people, cultivate community, celebrate nature, and foster economic vitality.

We create by first listening, bridging diverse interests and building shared understandings, to design a future we all want to live in – places that are generous, beautiful, and enduring.

Our team is composed of bright, strategy and down-to-earth natural collaborators, who are accomplished in their experience and inspired in their design thinking.

## OUR COMMITMENTS TO YOU

Join a tight-knit team of professionals at Placemark and be part of our mission design the world you want to live in. Here's what you can expect as part of our team:

- **Competitive Compensation:** Your skills and contributions are valued. You'll receive competitive compensation, extended health, dental, vision care coverage, and more.
- **Flexible Work Environment:** We value a life outside of work, that's why we offer flexibility in your work schedule to help you do your best work and meet your personal commitments.
- **Paid Time Off:** We understand the importance of taking time off to recharge and spend time with loved ones! We offer 3 weeks of paid vacation to start, in addition to statutory days off throughout the year, paid Christmas break and sick days.
- **Learn and Grow:** We value people who want to continue to grow + develop their skills. We provide professional allowances, in-house learning, mentoring, professional associations and membership dues and more.
- **Beautiful Office:** As designers, we highly value our environment – we are proud of our office space designed with the team needs in mind.
- **Profit sharing:** We recognize the value that each team member brings to the office. We offer annual performance bonus based on company and individual performance.

## HOW TO APPLY

If this describes your background, skills and attributes, please send your resume and cover letter to [info@placemark.ca](mailto:info@placemark.ca)

If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we still encourage you to apply – get creative and show us why you are right for our team.

We are only accepting applications from candidates who can work with us in beautiful Vancouver, BC.