

Project Manager | Job Description

Position Overview

A Project Manager at Nadi Group is the **linchpin** between our design teams, clients, and leadership, ensuring that every project is delivered on time, within scope, and up to our boutique design standards. This role involves **organizing multi-disciplinary teams**, tracking budgets and timelines, and **communicating effectively** with stakeholders to foster consistent alignment and excellence in every phase of a project.

This role is available to qualified project managers in **Winnipeg, Toronto, or Detroit**.

Key Responsibilities

1. Project Planning & Scheduling

- Develop detailed **project plans**, resource allocations, and timelines in collaboration with Directors and Senior Designers.
- Set up and maintain **project management tools** (e.g., task boards, Gantt charts) to provide clear visibility of deliverables and deadlines.

2. Scope & Budget Management

- Define and manage **project scope** in collaboration with clients and internal stakeholders; ensure alignment with contract terms.
- Monitor project budgets, anticipate cost overruns, and propose solutions to keep financials on track.

3. Team Coordination & Leadership

- Coordinate across **Architecture, Planning, Landscape, and Urban Design** disciplines, facilitating a seamless integration of expertise.
- Lead regular **stand-up meetings** or check-ins to maintain progress, address blockers, and reallocate resources as needed.
- Coach and mentor **mid-level and junior designers**, fostering a collaborative, learning-centered environment.

4. Client Relations & Communication

- Serve as the **primary point of contact** for clients, communicating updates, addressing concerns, and ensuring satisfaction throughout each project phase.
- Prepare and present **progress reports**, design proposals, and milestone deliverables in a clear, concise manner.

5. Quality Assurance & Risk Management

- Collaborate with Directors and Senior Designers to establish **quality benchmarks** and review deliverables against them.
- Identify potential **risks or bottlenecks** early (e.g., regulatory hurdles, design revisions) and proactively implement mitigation strategies.

6. Process Improvement & Best Practices

- Integrate **lean or agile** methodologies to streamline workflows, reduce waste, and empower frequent feedback loops.
- Contribute to **post-project evaluations**, capturing lessons learned and implementing process enhancements for future work.

7. Cross-Office & Remote Collaboration

- Facilitate communication across **multiple office locations** and remote teams, ensuring consistent design quality and operational coherence.
- Leverage **digital collaboration tools** (e.g., cloud BIM, shared design platforms) to keep project files updated and accessible.

Qualifications

• Education & Experience

- Bachelor's or master's degree in architecture, landscape architecture, urban design, or related fields—or equivalent work experience in design project management.
- 3+ years of experience managing **multi-disciplinary design or consulting projects**.

• Technical & Process Expertise

- Proficiency in Nadi Group's **project management software** (e.g., Microsoft Project, Trello, Asana) and standard design tools (AutoCAD, Revit, etc.).
- Familiarity with **contract administration**, budgeting, and scheduling concepts.

• Soft Skills & Communication

- Excellent **written and verbal communication**, comfortable in client-facing discussions and internal team leadership.

- Strong **negotiation and conflict resolution** skills, able to align diverse stakeholders under shared objectives.

Personal Attributes

- **Organized & Detail-Oriented:** Ensures clear documentation, milestone tracking, and timely deliverables.
- **Collaborative Leader:** Motivates cross-functional teams, balances discipline priorities, and maintains a positive work environment.
- **Solution-Focused:** Anticipates challenges, proactively addresses obstacles, and champions continuous improvement.
- **Adaptable & Client-Centric:** Adapts processes to meet client needs while preserving design integrity and operational efficiency.

Why Join Nadi Group?

- **Boutique Firm with Big Impact:** Work on high-profile, innovative projects—RV resorts, eco-villages, mixed-use developments—that emphasize sustainability and client-centric design.
- **Multidisciplinary Environment:** Collaborate with industry-leading architects, planners, and landscape architects to create cohesive, forward-thinking solutions.
- **Growth & Development:** We value and invest in ongoing training, mentorship, and career-pathing for project managers and design professionals alike.
- **Culture of Excellence & Collaboration:** We believe our people are our greatest asset, and we foster a supportive, engaging atmosphere where creativity and performance thrive.

Join us at Nadi Group as a Project Manager and **shape the future** of urban environments and sustainable landscapes through meticulous organization, creative vision, and exceptional client service.

To apply: Submit a cover letter, resume (CV), and portfolio to hr@nadigroup.com. Only applications emailed to this inbox will be considered, and there is no need to follow up by any other means. All applications will be held in confidence for up to six months, but only shortlisted candidates will be contacted. Thanks for your interest!