

Project Manager

about us

f-BLOK architecture is a Winnipeg-based studio specializing in architecture and interior design. We're a collective of curious minds united by a passion for the built environment, with a focus on place-making that's inclusive, meaningful, and deeply respectful of context.

We're looking for a Project Manager to keep our projects running smoothly, our teams aligned, and our clients engaged. This role is all about coordination, communication, and execution—ensuring that timelines, budgets, and expectations are met (and occasionally exceeded).

You'll work closely with our project leads and clients to guide projects from concept to completion, managing schedules, teams, and quality of deliverables across a range of project types and scales. You're the glue that holds it all together—and you do it with grace, grit, and a good sense of humour.

You're organized, proactive, and an efficient communicator. You're the keeper of contracts, the wrangler of spreadsheets, and the Lead's strategic sidekick. You bring clarity to complexity, and you do it all with colour-coded precision and a few well-placed sticky notes.

Perks? We've got those.

All full-time team members enjoy comprehensive benefits, including health and wellness spending accounts. Plus, everyone is eligible to participate in f-BLOK's profit-sharing plan—because great work should be rewarded.

Across the board, we value highly collaborative people - people who work with an open mind, who can deconstruct problems on the fly, who will simultaneously be inventive, iterative, and have the fortitude to see the idea through in an efficient way. Fundamentally, we look for teammates who embody f-BLOK's Core Purpose and Organizational Values and who will push us to grow and be better for it.

f-BLOK recognizes the importance of Indigenous perspectives in shaping inclusive and meaningful spaces. We are committed to reconciliation and to fostering a workplace that values diverse voices and lived experiences. Indigenous candidates are strongly encouraged to apply and to bring their unique perspectives to our team.

how to apply

Interested applicants are encouraged to forward their cover letter, resume, and portfolio, in confidence, to info@f-BLOK.ca prior to the closing date of Dec 15, 2025. Only candidates selected for an interview will be contacted. We thank all applicants for their interest in f-BLOK architecture inc.

To hear more about us check out our [website](#).

Project Manager

about the position

- Act as strategic partner to the Project Lead, supporting project delivery from start-up to close-out.
- Coordinate project schedules, resource planning, and fee tracking to ensure alignment with contracts and profitability.
- Lead project start-up tasks including contract execution, kick-off meetings, and mobilization of teams and subs.
- Chair bi-weekly project meetings, ensuring agendas, minutes, and decisions are documented and filed.
- Monitor project progress, risks, and scope changes; prompt and process PCAs as needed.
- Support client relationship management and decision-making strategy alongside the Lead.
- Apply f-BLOK's QA tools and methods to elevate project delivery and team performance.
- Report regularly to Operations and Admin on project status, resource needs, and financials.
- Contribute to firm-wide culture, systems, and continuous improvement in project management.
- Salary Range of \$60-85K, to be negotiated.

qualifications

- You have a background in architecture or interior design, with 5+ years of experience in architecture, design, or construction project management.
- Strong understanding of contracts, scopes, schedules, and fee structures.
- Skilled in client communication, team coordination, and strategic problem-solving.
- Highly organized, detail-oriented, and comfortable managing multiple priorities.
- Proficient in Microsoft Excel and project management tools; colour-coded spreadsheets are your love language.
- Familiar with architectural workflows and able to support design teams effectively.
- Deadline-driven, self-directed, and collaborative by nature.
- You excel navigating a room, understanding the pulse, and moving it toward decision-making.
- Able to follow up, follow through, and keep projects moving forward.
- Comfortable navigating ambiguity and bringing clarity to complex situations.

Our Core Purpose

f-BLOK was founded with the ambition of improving the practice architecture, by:

1. Advocating for collaborative construction contracts that build trust and create respectful relationships.
2. Building partnerships –beyond f-BLOK–bringing outside perspective our work, collectively working to create positive change in the world.
3. Designing a sustainable and successful firm that is a platform for both personal and corporate growth.

Organizational Values

Our organizational values were generated by our team in 2021. They are intentionally spoken in the first person. We hold each other accountable to these values (stated below), and when needed, remind each other of these commitments.

I ask questions to learn and listen to understand.

I begin with trust, and provide an unguarded approach.

I uncover purpose, and forge intentional solutions.

I value input and advocate for differing perspectives.

I adapt my role for the success of the team.

I take initiative, and work through challenges.



f-BLOK Organizational Values; Commissioned artwork by Artist Jordan Stranger / Tootem Doodem