

Project Manager | Winnipeg MB or Kelowna BC

You have a calm confidence in complexity and a talent for keeping projects and people moving forward.

As a Project Manager at **WOLSEY WALL** Architecture & Interior Design, you are the connective tissue between design vision and built reality. You guide projects from early coordination through construction, ensuring clarity, accountability, and a strong client experience at every step.

You understand how architectural projects are executed, from consultant coordination and documentation through construction administration and you thrive in environments where collaboration, communication, and trust matter.

You are organized, proactive, and steady under pressure. You anticipate issues before they arise, communicate clearly with clients and consultants, and support the project team in delivering work that is thoughtful, buildable, and on budget.

Nothing stops you from learning. You bring curiosity, professionalism, and a desire to grow alongside a collaborative, experienced design team.

WOLSEY WALL Architecture & Interior Design – Who We Are

Award-Winning Design Excellence

With over 60 years of design expertise, **WOLSEY WALL** Architecture & Interior Design has built a reputation for delivering meaningful, well-crafted environments across Canada.

Tailored Solutions for Every Project

At **WOLSEY WALL**, we understand that each project is unique, requiring a bespoke approach that reflects the client's individuality and aspirations. Our diverse portfolio spans across various sectors, including hospitality, First Nation communities, corporate entities, CRU, multi-family, and single-family residential projects. Each project is approached with care, creativity, and a strong respect for client goals, budget, and context.

Our Commitment

- **Client-Centric Approach** – Clear communication and strong relationships guide every project
- **Collaboration** – Integrated teams across offices and disciplines
- **Innovation & Craft** – Creativity balanced with technical rigor and buildability
- **Sustainability** – Responsible design embedded in how we work

Your experience

You can confidently manage and deliver projects that include:

- Architectural project management from design development through construction
- Consultant, contractor, supplier, and owner coordination
- Construction administration, including:
 - Responding to RFIs
 - Issuing PCNs, SIs, and Change Orders

- Processing payment certificates
- Conducting site visits and issuing site observation reports
- Attending and chairing project meetings
- Managing schedules, budgets, and project documentation
- Reviewing work for accuracy, completeness, and alignment with project goals
- Supporting and collaborating with internal project teams
- Developing and maintaining strong client relationships

Required Experience & Skills

- Minimum **5+ years** of experience in architectural project management (commercial and/or residential)
- Strong organizational and communication skills
- Ability to manage multiple projects simultaneously
- Comfortable working directly with clients and consultants
- Knowledge and understanding construction documentation, blue prints, specifications and construction contracts
Proficiency in **Revit** (or similar BIM software), AutoCAD, and MS Office as asset
- Experience with building codes and construction processes

Your Education

- Degree or diploma in Architecture, Architectural Technology, PMP Designation or working toward it. Technical College Certificate or Diploma in Project Management
- Experience in contract administration is essential

Join Our Legacy

At **WOLSEY WALL**, we value people who take ownership of their work, support their teammates, and care deeply about delivering great projects and client experiences. We believe good design comes from collaboration, curiosity, and the ability to laugh together is encouraged, and a sense of humour is a necessity.

Position: **Project Manager**

Primary Location: **Winnipeg, MB or Kelowna BC**

Schedule: **Full-time**

If this sounds like you, submit your resume to hello@wolseywall.com