## **Project Manager / Project Architect – Commercial & Retail**

*Full-time - Starting Salary $85,000 - Hybrid*

### **About the Opportunity**

CS&P Architects is seeking a licensed Project Manager / Project Architect with a track record of success in commercial and retail projects. In this role, you will lead project teams through all phases, balancing multiple fast-paced projects while ensuring design excellence and client satisfaction. You will also play an active role in business development and positioning CS&P in the retail and commercial markets.

### **Key Responsibilities**

* Lead design and delivery of commercial and retail projects across all phases.
* Serve as the primary client contact, ensuring strong communication and long-term trust.
* Coordinate consultants and internal teams to produce cohesive, code-compliant documentation.
* Manage project schedules, budgets, and profitability.
* Actively contribute to business development efforts, including proposals and client presentations.
* Mentor junior staff, fostering growth and collaboration.
* Oversee construction administration tasks including RFIs, submittals, and site reviews.
* Represent CS&P in industry events to strengthen our presence in the commercial/retail sector.

### **Qualifications**

* 8+ years of professional experience with demonstrated commercial and retail project expertise.
* Licensed Architect preferred (OAA or equivalent).
* Strong knowledge of Ontario Building Code, retail/commercial building systems, and contract administration.
* Proficiency in Revit, AutoCAD, Bluebeam, and Microsoft Office.
* Experience balancing multiple projects and client accounts.
* Strong leadership, business development acumen, and communication skills.
* Ability to build lasting client relationships and deliver profitable projects.

Please email your portfolio and CV to [**career@csparch.com**](mailto:career@csparch.com) Subject: Project Manager / Project Architect

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