JOB PURPOSE

Lanca Contracting Limited is looking for a Project Manager to add to our growing team. The Project Manager is responsible for overseeing construction projects from start to finish to ensure that the project is completed on time, on budget and the quality meets company standards. The successful applicant should have exceptional customer service skills, be a team player, highly organized with the ability to run multiple projects.

RESPONSIBILITIES

- Oversee each project from concept to completion, providing leadership and direction to the project team.
- Provide a high level of customer service to clients to devise solutions that will respond to their situation and needs.
- Assist our clients in developing complete and competitive building proposals.
- Work with our drafting and design department to create innovative creative design ideas.
- Oversee the beginning of each turn-key project, including details like permit submission and design evaluations.
- Collaborate with the architect and construction crew to ensure feasibility of each project.
- Examine and analyze subcontractor quotes, conduct negotiations with subcontractors and suppliers and award purchase orders.
- Manage multiple projects throughout the construction phase.
- Create the schedule for each project and track closely to ensure the schedule is being followed and the project is completed on time.
- Ensure projects stays within budget.
- Process subcontracts and change orders.
- Work closely and collaboratively with the Site Supervisor to ensure the project runs smoothly and sub-contractors and on schedule and meeting quality standards.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum 5 - 7 years experience as a project manager working for a general contractor.
- Experience with projects from 1-5 million.
- Ability to read blueprints, structural drawings and plan sets.
- Capable of operating the following: WinEst estimating software; proficient use of e-mail and internet; Microsoft Word and Excel, Microsoft Project.
- Team player, good communication skills, job task planning and organizing, skilled analyzer and decision maker and a continuous learner.
- Thorough knowledge of legal issues, building code and safety standards is essential.
- Strong knowledge of construction materials, processes and equipment.
- Extensive experience managing budgets for large construction projects.
- Excellent conflict & negotiation skills.
- Manage multiple tasks and changing priorities.
- Gold Seal Certification an asset, but not mandatory.
- LEED Accreditation: Successful completion of Canadian Green Building Canada recognized training an asset, but not mandatory.
- Valid Driver’s License and own vehicle, as travel to job sites is required.

To apply please send your resume to info@lanca.com