



Immediate Openings for Project Managers/Coordinators

Position Objective

We are a well established General Contractor in Brantford seeking energetic Project Managers/Coordinators who are highly organized, who can problem solve with integrity and have the ability to prioritize tasks while meeting work deadlines. This position would entail Estimating/Project Management following through a project from start to finish with the ability to run multiple projects.

Competitive salary to commensurate with experience

Responsibilities

- Ability to read blueprints, shop drawings and construction specifications
- Capable of estimating and managing projects simultaneously
- To research and find tenders through various procurement agencies
- Perform takeoffs and estimate the job through drawings and specifications
- Source subcontractor pricing with complete scope of work
- Prepare and submit final bid to tenders, design-build and private sector work
- Manage awarded projects from beginning to end with professional leadership and direction to the Project Team
- Collaborate and award subcontractors
- Create project schedules and ensure deadlines are met
- Monitor and control budgets
- Process Change Orders and work closely with Site Supervisors
- Produce monthly Progress Billings

Experience and Education

- Be able to work in a fast paced Environment and work well as a team member
- Excellent leadership and communication skills
- Proficient in Microsoft Office and Estimating Programs
- Sage 100 knowledge an asset
- Valid Driver's license and own transportation

Please forward cover letter and resume to robertbox@stmconstruction.com