Smart Modular Canada

PROJECT MANAGER

JOB TITLE: Project Manager
DEPARTMENT: Project Management
SUPERVISOR: President/CEO or Designate
JOB TYPE: Permanent, Full-Time
LOCATION: Out-of-town and 24 Haniak Rd, Rosslyn – ON

Smart Modular Canada is a modular buildings manufacturer. From micro homes to hotels, we build to last. We are a fast-growing energetic company building quality homes and buildings for all Northern Ontario and beyond. Our philosophy is one of a family atmosphere with great people to work with. We offer a climate-controlled experience when working within the factory, with competitive wages, a benefit plan, and a retirement program. Come build your future with us!

We are seeking a highly experienced, skilled, and detail-oriented person who possesses a minimum of 5 years of previous comprehensive general contractor and project management experience in Ontario residential and commercial construction. Not only will our successful candidate be a seasoned construction and project management professional, they must possess strong business and customer service skills. If this sounds like you, we'd love to meet, learn more about you, and explore our mutual fit.

GENERAL JOB DESCRIPTION

Reporting to the President, the Project Manager oversees the organization of key internal and client projects. As a Project Manager, the employee's job will be to coordinate people and processes to ensure that our projects are delivered on time, on budget, and meet (preferably exceed) customer expectations. They will be the go-to person for everything involving a project's organization and timeline. Project Manager responsibilities include developing detailed project plans, ensuring resource availability and allocation, and delivering every project on time within budget and scope. Project Managers should have a background in business skills, management, budgeting, and analysis. They should be an excellent communicator and comfortable managing multiple tasks. They also need to be a team player, have a problem-solving attitude, and be committed to continuous improvement.

DUTIES AND RESPONSIBILITIES

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope, and within budget.
- Create and track budget for projects.
- Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Effective contract management of project vendors/contractors ensuring profitability and good return on investment for client and company.
- Develop a detailed project plan to track progress and ensure that custom deliverables are met.
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs.
- Measure project performance using appropriate systems, tools, and techniques.
- Provide regular reports on project performance and escalate issues to management.
- Manage the relationship and expectations of the client and all stakeholders.
- In consultation with relevant stakeholders, performs effective problem analyses and makes and implements informed decisions within delegated authority, after consideration of multiple factors involved in situation and development of decision rationale.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.
- Review contractual obligations and ensures they are fulfilled.

- Keeps supervisor updated on your progress and reporting any job-related issues.
- Maintain good housekeeping practices.
- Ensure quality standard performance.
- Prioritize work to meet the delivery schedule.
- Objectively leads post-evaluation of projects for learning opportunities.
- Out-of-town travel to visit job sites.
- Maintain good working relationships with clients, other project managers, co-workers, colleagues, and other stakeholders.
- Other duties as assigned.

QUALIFICATIONS FOR THE JOB

Education:

- A ticketed journey person in carpentry or residential/commercial construction trade.
- Post secondary certification preferably in the field of business, engineering or construction management is a plus.
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- PMP / PRINCE II certification is a plus.

Experience:

- Minimum five (5) years proven successful experience in a construction general contractor/project management role delivering residential and/or commercial building construction projects to scope, on time, and within budget.
- Familiarity with the manufacture, transport and assembly of factory built modular homes, commercial and industrial buildings.
- Proven successful experience in business management (i.e., people, resources, and budgets).
- Proven successful experience in customer, vendor, sub-contractor, employee relationship management.
- Estimating experience is an asset.

KEY COMPETENCIES

- Solid technical background, with understanding or hands-on experience in construction.
- Solid understanding of project management methodologies.
- Excellent client-facing and internal communication skills.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Advanced computer skills and technological adaptability.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Strong working knowledge of ERP (Syspro preferred), and Microsoft Office.
- Strong working knowledge of construction methods and building processes
- Strong communication and leadership skills.
- Ability to train, monitor, and positively motivate team members.
- Competent under the Ontario Health and Safety Act.

To apply please submit your resume to careers@smartmod.ca or see our posting on Indeed.

Due to the number of applications received, only those selected for an interview will be contacted.

Thank you for your interest in Smart Modular Canada.