

Job Description

Project Manager

Summary

Reporting to the Director of Projects, the Project Manager will provide support to the architectural consulting services through the management of a project across its life cycle. Working on a variety of (mostly) commercial projects, our team provides support and guidance through initiation and planning, design, permitting, tendering, construction, and close-out activities.

The successful candidate will be a self-starter with strong attention to detail and a general understanding of design process and the construction industry. Our projects can range from interior improvements/tenant fit-outs, new base building projects, Land Use Amendments and others, and while T.i. STUDIOS provides a unique industrial specialization, we have many projects which extend into office, retail, hospitality, mixed-use, institutional, medical, and even residential developments. This individual will be excited to learn new scopes of work while contributing their industry experience.

Essential Job Duties

- Participate in project fee budgeting and scope definition stages at the project intake stage.
- Attain all required information from team members to take over all project responsibilities for execution.
- Attend and lead internal and external meetings through all stages of a project, responsible for preparing and keeping an agenda and ensuring meeting objectives are met.
- Create and maintain project progress and tracking files and work in progress (WIP) sheets.
- Monitor project health continuously using progress files for project completion percentage and work in progress sheets for financial metrics and forecasting project costs at completion.
- PM oversight to include evaluation of changes and potential risks to project budget or schedule. Suggest recommendations for recovery if possible.
- Review project invoicing on a semi-monthly basis as related to PO tracking and vendor payments, client invoicing, etc. and communicate with accounting team related to project financials.
- Actively communicate with clients of ongoing projects to ensure high customer satisfaction.
- Mentor team members on company policies and procedures and ensure compliance with all project safety requirements.
- Resolve conflict between project team members and stakeholders should it arise and work to build a positive culture on project sites.
- Leads the project through design, tendering, permitting and construction administration activities.
- When necessary, issue and administer construction tenders to bidding contractors. Responsibilities include tender notifications, issuances of Invitation to Bid and Addenda, tender site visit hosting, Bid levelling, vetting, and presentation to stakeholders.

- Responsibilities during construction include completing CA as required for each project/contract in place - SI, PCN CO issuance and tracking; leading OAC meetings; completing site visits; acting as primary liaison between clients/stakeholders and Production team.
- Communicate in a professional manner with owners, consultants, sub-contractors, and all participants in the construction process to build and maintain strong relationships.
- During project close-out/post-construction, PM is responsible for coordination of Architectural and engineering C schedule/occupancy site visits as needed, preparation of deficiency reports and coordination of deficiency report close out.
- At project completion, conduct/coordinate stakeholder meetings and forums in order to solicit feedback, input and expectations.
- Track project lessons and provide support to other members of the project team sharing learnings, providing feedback, refining process, etc.
- Travel around Calgary and surrounding area Canada to project sites for progress and client meetings may be required, depending on the project.
- Work within a collaborative environment
- Other duties as assigned

Skill and Professional Requirements

- Minimum 5 years of Project Coordination/Management experience.
- Must possess a planning mindset to avoid having to be reactive but must also understand that change is inevitable and can adapt to different situations that may arise during project execution.
- Work well under the pressure of project deadlines, display a calm attitude, and be excited to solve problems and challenges.
- Always maintain professionalism as the primary project contact.
- Strong financial acumen and knowledge of standard project accounting, invoicing, and budgeting methods
- Strong verbal and written communication and problem-solving skills - ability to work in a fast-paced and deadline-oriented environment
- Proficiency with Microsoft Office productivity tools (Excel, Word, Outlook)
- Experience working with MS Project.
- Able to multitask and manage multiple priorities
- Must be a very quick learner and highly motivated to actively seek out answers to questions.
- Excellent time management and project management skills
- High level of sound and independent judgement and reasoning
- Highly flexible, with solid interpersonal skills
- Able to work under pressure with strong attention to detail
- Professional attitude, punctual, assertive and personable
- Focused on accuracy and customer satisfaction
- Ability to work well independently and as part of a team.
- Energetic, self-motivated, and results oriented.
- Must be able to work in a client facing environment.

- Must be comfortable interfacing with all teams within the company and able to develop strong business relationships at all levels.
- Previous construction industry experience
- Knowledge of Procore software is considered an asset

Education Requirements

- Post-secondary Degree/Diploma
- PMP Designation or other Project Management Institute Accreditation considered an asset

Key Interfaces

- Clients
- General Contractors
- Authorities Having Jurisdiction
- Internal project team
- Subconsultants/engineers

Reports To

Director of Projects

Working Conditions

- Full-time role
- Office position, based out of Calgary, Alberta
- Visual stress – extended periods of time spent at a desk viewing a computer monitor