

Project Manager Opportunity

Govan Brown is an established leader in the construction management industry specializing in high-profile corporate and commercial interiors. Our talented team of 185 field and office staff complete approximately \$300 million per year in projects.

With offices across Canada, our company is growing by leaps and bounds and needs energetic people to grow with us. The work environment is reflective of the fast paced and exciting downtown cities in which we do business.

GovanBrown is proudly recognized as one of Canada's Best Managed Companies.

Visit us at www.govanbrown.com



The Opportunity

- Manage projects to ensure they meet corporate goals for safety, quality, budget, schedule and profitability
- Maintain regular communication with Project team, Site Manager(s), Clients, designers, trades, architects and all other stakeholders for each project to ensure effective coordination of construction activities
- Monitor legal, contractual, and financial aspects of construction projects and develop and implement actions to mitigate potential risks and challenges
- Perform project estimating; including subcontractor solicitation, through to subcontract buyout and contracting
- Oversee construction tenders and negotiations
- Create, monitor and report on project schedules and costs, margins and profitability. Prepare and review all construction cost reports and forecasts looking for early warning signs of potential risk and developing effective plans to overcome/mitigate.
- Build and lead a strong project team that delivers profitable projects. Provide effective direction, coaching and support. Directly supervise Project Management Assistants, Administrators and Site team members. Communicate the project plan including objectives and responsibilities to the project team.
- Develop long lasting client relationships by managing client expectations, ensuring construction activities are aligned with customer requirements and identifying opportunities for repeat business.
- Utilize our PM software system to set-up the project, enter budget estimates and RFQs, maintain timesheets etc.
- Manage all project documentation including; permits and site notifications, pricing / approvals of RFQ's, POs
- Arrange for final City inspections, Building Occupancy permit and Notice of Substantial performance ads
- Manage project accounting, billings and receivables, including; project billings and signoff, subcontractor payment certificates, service/work order billings and client invoices
- Lead and minute project meetings
- Track project execution lessons learned and share with the team for continuous improvement Participate in business development activities. Drive the growth of our business by establishing and/or maintaining solid, long-term relationships with existing and potential clients, designers and architects as well as identifying new business opportunities and positioning Govan Brown as a construction manager of choice in the market.
- Keep abreast of competitive developments, commercial real estate activity and marketplace trends in the industry.

Desired Skills & Experience

- Post-secondary degree/diploma in construction management, architecture, engineering, or related field
- Over 7 years of project management experience in the interior construction field
- Experience with lump sum and construction management contracts
- A proven leader that motivates their team and serves as a role model and mentor
- Demonstrated success building and maintaining long term client, consultant, supplier and sub-contractor relationships
- Detailed knowledge of construction methodology, process and sequence
- Strong financial knowledge and understanding of construction costs
- Knowledge of the local and national construction market including costs of labour & resources
- The ability to identify opportunities for improvement and make constructive suggestions for change
- Ability to recognize, prioritize and mitigate project risks
- Ability to communicate with tact and diplomacy, with strong negotiation and dispute resolution skills
- Tech savvy in Microsoft Office suite and project management software

