

# Senior Project Manager

**Location:** Vancouver, British Columbia, Canada

**Department:** Multi-Family Development

**Type:** Full Time

**Min. Experience:** Experienced

## **JOB DESCRIPTION OVERVIEW**

This role will work directly with an Ownership Representative (acting as Co-Project Manager) and report to the Senior Management Committee. Responsibilities include (but are not limited to) the preparation of project performance specifications, writing, responding and negotiating formal RFP's including construction contracts, marketing contracts, outside consultants, and lease agreements. This position scheduled to start in 6 to 8 weeks.

## **ESSENTIAL FUNCTIONS & KEY RESPONSIBILITIES**

- Well organized with ability to build scope of work, preliminary project budgets and schedules
- Ability to chair and facilitate project meetings with the Senior Management Committee and Ownership Group. Regularly record and distribute ongoing meeting minutes from design, construction, and marketing review meetings.
- Coordinate activities between the project team and contractors; monitors and tracks contractor activities for timeliness and contract compliance. Monitors the quality of contractor services and highlights issues to the Senior Management team for adequate project success. Including regularly reviewing ongoing construction contracts and agreements, and all applicable schedules
- Coordinates administrative activities on project budgets & funding; ongoing project feasibility analysis & evaluations; assists in identifying success measurement standards for the project and/or phase
- Enforces contract terms with third parties; acts as single point of contact for assigned project / contractual matters
- Ability to create Value via cost savings, cost avoidance, risk mitigation, accelerated schedule. Review project estimates against project specifications and drawings to ensure consistency and to identify discrepancies
- Well versed in dealing with local jurisdictions and municipalities (experience in city of Surrey is an asset)

## **ADDITIONAL QUALIFICATIONS**

- Multi-Family Project Development experience. Experience with all phases of a project from inception and development through to project closeout and occupancy
- Experience representing and driving the timeline throughout the development process. Managing and leading external parties (city officials, planning and building departments, etc.) through the development approval process
- Comfortable driving the development process on behalf of the Owner's (as Agent for the Client)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- 10+ years' experience in the Real Estate Industry in North America
- A Technical Diploma or University Degree in either Construction Management or Architectural and Building Technology, Property Management, Engineering, Urban Land Economics, Project Asset Management. A related field of study or equivalent work experience will be considered
- Planning and Organizing – Establish course of action to accomplish goals, evaluates results, develops schedules, and can orchestrate multiple activities at once by effectively utilizing resources
- Owner Focused – Dedicated to meeting the expectations and requirements of external and internal team members, establishes and maintains effective relationships, and gains their trust and respect
- Experience with Budget & Milestone/Schedule Development, Management and Tracking
- Proficiency with related technologies (Excel, Google Sheets, Slack, MS Office, Maximizer)
- Recognized analytical and research skills
- Confidence in dealing with people (internal and external) and resolving issues diplomatically
- Resourceful and high level of initiative
- Ability to Read & Understand Construction Drawings & Specifications
- Dealing with Ambiguity – Can effectively cope with change, can shift gears comfortably, can decide and act without having the total picture
- Interpersonal Savvy – Relates well to others at all levels and uses diplomacy and tact
- Time Management – Use time effectively and efficiently, can attend to a broader range of activities, gets more done in less time than others
- Applies genuine interest and passion for construction and real estate development
- The ability to travel regularly throughout the lower mainland with your own vehicle
- Proven work ethic with the utmost integrity. Self-awareness, with a desire for constant self improvement (goal-oriented)
- Exceptional references

Apply today by forwarding your CV and cover letter clearly stating your qualifications, including a list of references to [graeme@huxleydevelopment.com](mailto:graeme@huxleydevelopment.com)

We thank all applicants for their interest however only those candidates selected for an interview will be contacted.