

**Position: Project Manager**

Job Type: Permanent Full-time

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**About rennie & Our Culture**

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

**About the Opportunity**

Our newly formed Project Management Team works across all business streams of the organization with a primary focus on technical projects that aim to enhance internal and external systems. We define and maintain Project Management Standards as well as deploy Project Managers to various projects; adding value through scheduling, estimating, budgeting, conducting risk analyses, managing the project team, and ensuring stakeholder alignment.

As a Project Manager, you will join our innovative team, assisting our current Project Manager in driving initiatives to completion alongside our internal project teams and industry partners.

You will aid in developing concrete, detailed technical plans for various technology projects, including the schedule, the budget, outlining the duties of each of the build team members, identifying project goals, and setting a timeline for the project.

You have the ability to collaborate and communicate with various teams at a technical level, and hold meetings to develop project plans, define scope, and present to stakeholders before starting the project.

Alongside this incredible opportunity, you are excited about adapting to new technologies, researching new methodologies and seeking continued education to hone your craft in an evolving industry. You will participate in mentorship programs, rennie events including Friday family lunches, and various corporate events throughout the calendar year.

**Responsibilities:**

- Assist the Project Manager in a variety of technical tasks related to upcoming, ongoing and follow up for completed projects.
- Act as the primary day-to-day point of contact for specific projects and the operational aspects of the project.
- Produce detailed, technical project plans monitoring each project closely, ensuring that there are clear, identified project objectives which are met throughout the timeline.
- Facilitate or co-lead with the Project Manager regular status meetings with project team, sponsors, and all stakeholders, elevating critical risks and highlighting timelines.
- Assist in project managing outside vendor teams for a variety of project initiatives.
- Perform clerical duties, including connecting with stakeholders and parties through email and phone calls, answering questions and concerns, logging project status data.
- Assist in determining technical priorities of development team pipelines.
- Capture bug and feature requests from the company at large for various products.
- Gather and document all project results and report or present them to the appropriate parties. Highlighting the success and setbacks for continuous improvement.
- Preparing projects for team handoff by developing training materials and conducting training sessions with the user base.

**Desired Skills/Experience:**

- 3-5 years project management or coordination experience with a focus on implementing new operational systems, web, software, or custom tech-based product development.
- Experience managing technical backlogs, with multiple development environments and software development teams with a project management methodology (agile, scrum)
- Experience in project management tools such as Jira, Trello, Pivotal Tracker.
- Experience with CRM software (Salesforce, etc.).
- Industry recognized Project Management Certification.
- Detail oriented multi-tasker.
- Strong analytical skills, collaborative problem-solving ability, and attention to detail.
- Proficiency in the English language with excellent communication skills, both written and verbal are a must.
- Ability to communicate technical concepts, written and verbal to a wide range of end-users.
- Collaborate and communicate with honesty and kindness.
- Impeccable time-management skills.
- Adaptable to changing circumstances, and shifting priorities.

**Bonus Points:**

- A strong understanding of the inner workings of the resale and presale real estate business models.
- Education in Computer Science, Software Engineering, Operations Management, Real Estate, Information Technology Management, or equivalent years of professional experience in a relevant field.
- You love food. This team loves food.

**Compensation and Benefits:**

- Competitive salary based on experience.
- Extended healthcare benefits.
- Eligibility for participation in our extensive bonus program based on performance.
- Participation in our annual retreat, monthly lunch and learns with leading industry experts, social events, and much more!

**Please note:** This is a Vancouver-based office position.

If this looks like the position for you, please email your cover letter and resume to [careers@rennie.com](mailto:careers@rennie.com). We thank all candidates for their interest, however, only select individuals will be contacted.

For more information, please visit: <https://rennie.com/about>