
Commercial Project Manager

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 5M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

SHAPE is currently seeking a Commercial Project Manager with focus on landlord work and tenant improvements. The ideal Project Manager will have a proven track record of managing multiple projects of various sizes from start to finish and possess strong problem-solving skills along with ability to communicate with diplomacy.

Primary Job Responsibilities

- Successfully manage concurrent execution of “Landlord’s Work Above Shell (LLWAS)” projects for multiple commercial retail units (CRUs). LLWAS projects typically include modifications to existing CRUs to suit the tenant’s specified requirements. Successful execution requires all LLWAS requirements be accurately completed before the possession date identified in the lease agreement
- Manage, monitor, and liaise with various project stakeholders including consultants, construction managers/contractors, trade contractors, tenant contractors, tenants, municipal authorities, warranty providers and internal departments (leasing, site operational staff, finance, etc.)
- Define project requirements, oversee preparation of scopes of work, project delivery resource requirements, cost estimate & budget (hard and soft costs), work plan schedule & milestones, quality control, and risk identification
- Engage and manage consultant teams from permit drawings through contract administration phase and project close out
- Oversee and support contractors to ensure landlord’s work is complete per required possession date and lease obligations
- Participate in RFI and change order process, including change order prevention strategies, change order review, shop drawing review, and facilitating required approvals
- Complete monthly project budget report and forecasting
- Manage the monthly progress draws and invoice approval process with internal finance department

- Assist in the development of landlord work lease schedules, establishing clarity on any ambiguous terms impacting execution
- Track the progress of each project and produce landlord work site reports
- Manage municipal process from building permit applications to occupancy/final inspections
- Facilitate the handover of CRUs upon completion of landlord's work
- Primary point of contact to tenant representative and provide support during the TI build-out and warranty period
- Review and approve tenant drawings, maintain general understanding of work to be completed by tenant
- Monitor tenant progress and complete deficiency reviews once tenant work is complete
- Other duties as required

Qualifications

Required Knowledge, Skills, and Abilities

- Demonstrate proficiency in the use and application of technology and MS Office tools
- Ability to read and understand construction drawings
- Understanding of construction and design terminology
- Excellent communication, organizational, and interpersonal skills
- Possess strong problem-solving skills
- Energetic, confident, results-orientated, and passionate about commercial construction
- Works collaboratively in a cohesive high-performance team environment, contributing to teams to employ consensus driven fact-based decision-making methods
- Perform job duties in an accurate, detail-oriented, and productive fashion
- Ability to work in a fast-paced environment while utilizing multitasking skills
- Demonstrate adaptability and flexibility
- People person

Required Training and Experience

- Experience and understanding of tenant leases and landlord work schedules
- At least 3-5 years of commercial building experience in Canada, preferably in the Lower Mainland
- Relevant education preferred (i.e. construction management degree, engineering degree, construction diploma, or equivalent)
- Must be legally entitled to work in Canada

To apply, please visit our website at <http://shape.ca/careers>