



Project Manager

Alltrade Industrial Contractors Inc. - Cambridge, ON

Organization Overview

Alltrade Industrial Contractors, located in Cambridge, Ontario is a leading provider of safe multi-trade services across a broad range of sectors. Our company is only as good as our people, and Alltrade has great people – people working daily to provide outstanding customer value and skilled workmanship. At Alltrade, we build people, projects, communities – together.

Job Purpose

We are currently looking for a full-time Project Manager to become an integral member of the execution team responsible for delivering management of industrial projects varying in size and complexity. The Project Manager is responsible for leading, directing, organizing and controlling project activities under the direction of the Automotive and Industrial Manager.

Duties and Responsibilities

- Develop and implement/improve project management systems and procedures when they are lacking.
- Maintain involvement with estimates and provide field knowledge and lessons learned to estimating department.
- Lead all pre-job planning activities to ensure field work is managed efficiently.
- Develop, implement and track via dashboard, relevant project KPI's.
- Maintain excellent relationships with customers, subcontractors and vendors.
- Ensure project profitability, schedule adherence and customer satisfaction.
- Provide monthly performance status including cost forecast and schedule.
- Carry out all project administration in accordance with company policies and procedures.
- Develop and monitor project plans and schedules.
- Develop recovery strategies when project schedules or budgets are in jeopardy.
- Review and update schedule, cost forecast and cash flow on a regular interval.
- Understand and enforce prime contract and subcontract responsibilities.
- Resolve project disputes.
- Review/approve subcontractor/vendor applications for payment.
- Expedite payment from customers within contract terms.
- Process change orders, negotiating and assessing cost and schedule impact.
- Coach and mentor junior employees



Qualifications and Requirements

- Bachelor's degree in Engineering from a recognized university or equivalent experience.
- Certified PMP is an asset.
- 5 to 10 years of full time experience related to the responsibilities defined above.
- Experience managing \$10 million and greater projects.
- Proficient knowledge of Microsoft Office Suite, Microsoft Project.
- Strong communication and problem solving abilities.
- Strong organizational and time-management skills.
- Ability to work effectively as a member of a team as well as an individual.

The successful candidate will possess a passion for excellence and commitment to a challenging position that offers opportunity to grow through great leadership and continued improvement.

In order to be considered, all applications must include the Job Title in email subject line.

We thank all applicants for their interest in Alltrade Industrial Contractors; however only those selected for an interview will be contacted.

If contacted for an interview please inform us if accommodation is required.

It is the Policy of Alltrade Industrial Contractors to make decisions on interviewing, on the basis of qualifications. We are committed to providing equal opportunities for all qualified employees and applicants for employment without regard for race, religion, colour, sex, age, disability, national origin, marital status or any other grounds specified by law.

Job Type: Full-time

Required experience:

- Project Management: 5 years

Required license or certification:

- Valid Drivers License