

**Job Title: PROJECT MANAGER**

**Reports to:** President

**Indirectly Reports to:** none

**Direct Reports:** none

**Indirect Reports:** Production Manager, Drafting

**Classification:** Salary/exempt

**Summary/Objective:** The Project Manager is accountable for the direct hands-on leadership and quality execution of all aspects of a project throughout its entire life cycle. A Project Manager may have ownership of multiple projects of various scope simultaneously.

**Main Responsibilities:**

- Manage all aspects of a project from final contract through completion including verification, budgeting, planning, client relations, delivery, installation and documentation
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Verify project scope, site conditions, and field dimensions
- Design budgets and monitor all associated costs, internal and external to the Company, to protect financial targets and deliver expected project financial results
- Oversee the transfer of client designs to production drawings
- Identify and secure resources and manage all change orders
- Collaborate and coordinate with department leaders to ensure adequate timing for job completion
- Cultivate and maintain positive working relationships, as the primary leader on the project, with stakeholders both internal and external to the facility to facilitate the unencumbered completion of the project
- Monitor the output of internal departments, vendors, subcontractors, and installation groups to ensure contract compliance and delivery within budgetary constraints
- Travel to project stakeholder sites as required
- Facilitate delivery and installation of all project components ensuring the suitable execution of contracts with clients and subcontractors
- Create and maintain in accurate detail all project documentation including, drawings, financials, schedules, logistics, billing, and change orders
- Research, evaluate, recommend and implement alternative solutions to mitigate risk for the Company
- Provide updates and ongoing analysis of each project to the leadership team
- Schedule, facilitate and participate in job-site meetings with required stakeholders

- Promote and enforce adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Identify performance issues and hold participants accountable to actions needed to improve or correct performance, ensuring accuracy and documentation
- Work with other members of the leadership team to develop goals, processes and action plans that lead to company growth
- Recommend training and continuous improvement options
- Communicate and uphold company policies and procedures
- Participate in the recruiting process as requested
- Maintain a high level of confidentiality at all times

**Competencies:**

- Highly motivated, participative leader with a proactive approach
- Exceptional customer service, interpersonal and relationship building skills grown from a genuine approach
- Advanced written and oral communication skills to effectively interact with, influence and motivate people at all levels
- Proven project planning, problem solving, decision-making, and business reasoning skills
- Excellent prioritization, time-management, organization and multi-tasking skills with an ability to work under resource constraints in a fast-paced environment
- Strong presentation skills including the ability to speak effectively before groups and clients
- Accuracy with mathematical calculations and basic cost accounting principles
- Profound attention to detail
- Strong conflict resolution, critical thinking and analytical skills to resolve issues quickly
- Strong collaboration and coordination abilities
- Enthusiasm and willingness to learn
- Demonstrated ability to work both independently and as part of a team

**Requirements** (education/certifications/licences/passport/clean drivers abstract):

- Post secondary education in Business, Operations Management, Project Management, Engineering or related field
- 3 years progressive project management roles in a manufacturing or industrial environment (millwork setting preferred)
- An equivalent combination of education and experience would be considered
- Working knowledge of custom millwork, commercial construction, woodworking, fabrication, manufacturing and installation methods
- Experience with large construction projects would be considered an asset
- Ability to travel, including internationally
- Ability to accurately read and interpret architectural plans, drawings and specifications
- Experience ensuring quality control and enforcing safety standards
- Efficient with all Microsoft applications

**Working Conditions:** Various manufacturing areas in a millwork facility; office environment

**Travel Requirements:** Travel, including internationally, is critical to this position

**Disclaimer:** The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

**Review Date:** March 4, 2021