

# Icon Builders Inc.

<https://iconbuilders.ca/job/8225/>

## Project Manager

### Description

We are a dynamic and growing construction company specializing in residential and commercial renovations. We are seeking a skilled Project Manager with extensive experience in estimating and managing renovation projects. The ideal candidate will demonstrate the ability to accurately price jobs independently and possess strong proficiency in reading blueprints.

### Responsibilities

- Develop comprehensive project plans, including scope, timelines, milestones, and resource allocation.
- Prepare and manage project budgets, ensuring accurate cost tracking and financial oversight.
- Lead and coordinate project teams, including contractors, subcontractors, and vendors.
- Implement quality control measures and conduct regular site inspections to ensure compliance with industry standards.
- Research and obtain necessary permits and licenses, ensuring adherence to local building codes and regulations.
- Serve as the primary point of contact for clients, providing regular updates and addressing concerns.
- Identify potential project risks and develop mitigation strategies to minimize disruptions.
- Maintain thorough project documentation, including contracts, change orders, and correspondence.
- Monitor project progress against milestones and adjust plans as necessary to meet deadlines.
- Oversee procurement of materials and equipment, ensuring timely delivery and quality standards.
- Conduct final inspections and ensure all work is completed to satisfaction before project handover.
- Prepare and present progress reports to stakeholders, summarizing key metrics and updates.
- Evaluate project outcomes and processes, identifying lessons learned for continuous improvement.

### Qualifications

- Bachelor's degree in construction management, Civil Engineering, Architecture, or a related field preferred.
- Minimum 5 years of project management experience in residential and commercial renovations.
- Proficiency in reading and interpreting blueprints, architectural drawings, and construction documents.
- Strong understanding of construction processes, materials, and building codes.
- Demonstrated experience in developing and managing project plans, budgets, and schedules.
- Ability to coordinate and oversee multiple projects simultaneously.
- Excellent verbal and written communication skills for effective client and team interactions.

### Hiring organization

Icon Builders

### Date posted

November 14, 2024

- Strong negotiation and conflict resolution abilities.
- Proven ability to lead, motivate, and manage diverse teams.
- Exceptional time management and organizational skills, with a focus on meeting deadlines.
- Strong analytical and problem-solving skills to identify and address potential issues.
- Familiarity with local building codes, safety regulations, and permitting processes.

**Job Benefits**

Job Type: Full-time

Flexible language requirement:

- French not required

Schedule:

- Monday to Friday

Experience:

- Project management: 5 years (required)

Work Location: In person