



## **PROJECT MANAGER – ICI and Multi Residential Construction**

**BARBICAN** has a strong foundation built upon family values. As a family owned and operated business founded in 2003, we are committed to providing the highest quality standards to our clients. We pride ourselves on providing exceptional service to our clients. Our philosophy has allowed us to develop a strong reputation for competence, integrity, and dependability. This commitment to excellence has allowed Barbican to forge lasting relationships with many client partners.

Barbican is looking to add a full time Project Manager and to provide this team member with the **Opportunity** to fulfill, maintain and establish long term relationships with clients through **quality construction and exceptional client service.**

### **What you'll be doing:**

- Project planning and scheduling
- Drawing review and creation of tender scopes of work
- Tender reviews and contract administration
- Risk management
- Quality control planning and implementation
- Manage monthly progress claims and certification
- Project reporting
- Convene project meetings as required for proper project management and execution
- Coordinate subtrades and suppliers
- Liaise with consultants, stakeholders, and various authorities to ensure complete stakeholder satisfaction
- Assist with estimating when needed

### **Who we are looking for:**

- A self-motivated professional with previous experience in construction management
- Someone with interpersonal skills who is comfortable interacting in an executive setting as well as with the entire site team
- Excellent organizational and time management skills
- Understanding of construction methodology and skilled at reading project plans
- Knowledge of local and provincial building codes
- Skilled at problem solving and the ability to resolve issues
- Leadership qualities
- Must be able to qualify for “reliability” level security clearance

### **Where we work:**

- Our projects are located in Ottawa, Ontario and surrounding areas

### **Education & Skillsets:**

- University or College accreditations or degree in the in the fields of management, architecture, engineering, or construction
- Proficiency in MS Office and MS Project
- Experience with Sage 100, Sage 300, Master Builder or Timberline is an asset but not mandatory
- Bilingual (English and French) considered and asset but not mandatory

### **Opportunity:**

Do you have the right stuff? Are you looking for the opportunity to do great work and to build lasting relationships?

We are excited at the prospect of adding incredible new members to team Barbican. If you are committed to doing great work and think you have what takes, we encourage you to apply by submitting your resume to [info@baribcanconstruction.com](mailto:info@baribcanconstruction.com)

**We appreciate and thank you taking the time to consider Barbican.**