

JOB OPPORTUNITY

2017 - 44

Title: Construction Manager – Development Group
Location: Edmonton AB
Reporting to: Senior Construction Manager

RESPONSIBILITY: Accountable for the management and co-ordination of all aspects of construction and/or re-development projects, as assigned, within the 20 VIC portfolio.

PRIMARY RESPONSIBILITIES:

- Manage and oversee construction projects as assigned.
- Manage the project budget including processing of invoicing related to the project.
- Review/approve monthly progress draws.
- Ongoing reporting relative to progress of project.
- Manage any construction challenges throughout project.
- Liaise with various internal groups within 20 Vic. (development, leasing, accounting, operations and administrative personnel)
- Liaise with various external groups. (contractor, sub-contractors, tenants, Municipal Building Officials, representatives from various utilities)
- Review/ approve changes through the project.
- Close out post-development documentation.

- Other duties as assigned by the Senior Construction Manager or required by the Projects.

QUALIFICATIONS:

The Ideal Candidate will have:

- A minimum of 7 - 10 years of construction management and co-ordination experience. (preferably in a commercial or retail environment).
- A College Diploma in architecture, engineering or construction management.
- Proven organizational and leadership skills.
- Excellent verbal and written communication skills.
- Working knowledge of AUTOCAD and Microsoft platform of software. (Excel, Word, Outlook)
- Fully competent in all related legislation and Occupational Health & Safety. (eg. WHMIS)
- Good interpersonal skills.
- Must be bondable and able to present a clean criminal clearance check.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than October 20th, 2017 to:

Valerie MacKinnon, Director, Human Resources
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