

Virtual Construction Project Manager

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Company: GCR Prime

Location: Hatton

Category: other-general

Schedule: Monday to Friday

Vancouver, Canada Time zone

The Virtual Construction Project Manager is responsible for all aspects of project management, including, but not limited to: procurement, scope, schedule, cost, quality, communications, risk, and stakeholders. The Project Manager will work closely with the production team and stakeholders and maintain an excellent relationship with subcontractors and clients.

Responsibilities:

Manage project activities throughout the life cycle of the project.

Achieve the project budget and complete accurate monthly forecasts;

Act as primary liaison with clients, site superintendents, sub-trades, and other project stakeholders

Organize project teams into suitable workgroups and guide the teams through their efforts to produce deliverables according to specification

Manage internal and/or external contractors or trades

Manage trade contractor site meetings, RFIs, submittal, invoices, and control document

process

Plan all project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and/or project management methods

Monitor project quality, Issue start-up notices, and assist the site superintendent with project start-up.

Create and issue a New City warranty if required.

Complete accurate monthly forecasts for all assigned projects

Schedule closeout meetings with customers or consultants to ensure customer satisfaction.

Manage mockups and record-keeping of mockups for each major component.

Identify internal deficiencies; track and record the progress of deficiencies.

Requirements:

Degree or diploma in a related field

Three years of experience in a management role and/or five years of experience in residential, commercial, or high-rise construction.

A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills

Ability to manage coordination efforts in construction maintenance projects with various parties, such as architects, project engineers, and landscaping installers

Strong knowledge of health and safety regulations

Proven experience preparing and conducting post-implementation evaluations

Ability to create realistic schedules to support the timely completion of construction maintenance projects

Demonstrated ability to exercise necessary cost-control measures

Demonstrated project management skills

Ability to prioritize and manage conflicting demands

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