



Sr. Project Manager

Position	Sr. Project Manager
Reports to:	Director, Construction
Location:	Project Site and Head Office, 85 Renfrew Drive, Markham, ON
Type of Position:	Full-time Permanent

Who We Are?

At Green City, we live and breathe sustainable luxury. It starts right at the design stage with innovative ideas, natural materials and energy saving techniques. Through environmental sustainability and equitable development strategies, Green City is focused on the future. We offer homeowners greener communities and more efficiency in home design.

Position Overview

As a Sr. Project Manager of Construction, you will be responsible for planning, executing, and finalizing projects adhering to schedule timelines and budget to deliver projects according to plan.

Key Functions & Duties

- Define project scope with Director of Construction and President
- Develop project plans and related project construction documentation
- Prepare project schedule utilizing MS Project and Newstar
- Draft and submit budget proposals to Director of Construction
- Set and manage project expectations with all construction team members (Site and Office)
- Responsible for all project costs, procurement of services and materials
- Manage project critical milestones and deliverables
- Prepare documentation for bid proposals and tender pursuant to project specifications
- Develop best practices and processes for project execution and management
- Provide construction contract and subcontract information for accounting purposes, as necessary
- Collaborate with design team, land development, site servicing, marketing, and finance departments to ensure quality control of contract documentation and successful execution of project
- Build and maintain relationships with internal and external stakeholders, including consultants, trades and governmental departments



- Prepare project close out manuals and ensuring all warranties are in place
- Monitor contract performance for compliance
- Analyze trends, market conditions, and provide recommendations for future success of projects
- Promote and adhere to Occupational Health & Safety programs
- Carry out additional tasks, as assigned

Skills & Qualifications

- University Degree or College Diploma in Construction Management, Engineering, or related field
- Minimum 10 years experience as a Project Manager in high-rise and low-rise residential construction
- Experience managing multiple projects at same time
- Knowledge of Ontario Building Code and Occupational Health and Safety Act
- Knowledge of construction processes and protocols
- Knowledge in preparing and administering construction agreements/ contracts
- Strong problem-solving and organizational skills
- Knowledge of MS Office software, MS Project and Newstar
- Must be detail oriented and organized
- Strong interpersonal and communication skills required, both oral and written
- Committed to work in a collaborate environment with a focus on quality customer service