



Job Title: Commercial Project Manager

Supervisor: Sr. Project Manager

Company overview: Concourse Construction Corp. is a Vaughan-based construction project management firm specializing in high-end commercial projects. It was established to provide clients with an unmatched level of attention, care, and customized management style. Our team strives to streamline the construction management process to deliver exceptional client satisfaction.

Job location: GTA

Type of employment: Full Time

Key Accountabilities:

- Plan and schedule project timelines; track deliverables, monitor progress and prepare regular updates
- Review design and deliverables for quality control
- Manage project budget, progress billings and prepare regular updates
- Liaise between owner, consultants and subcontractors
- Liaise between internal project team, including Project Coordinator, Site Supervisor, Estimator and Accountant
- Health and Safety Oversight
- Manage project team and direct reports

Qualifications:

- Strong Communication and interpersonal skills
- Excellent knowledge of construction, contracts management and estimating
- Knowledge of Ontario Building Code procedures
- Ability to deal effectively with a heavy volume of projects
- Proficient in MS Office and MS Project
- Qualification in project management or equivalent is an asset
- At least 5 years of residential and/or commercial construction experience
- Knowledge of applicable Health and Safety requirements in the delivery of a project.

Compensation: Varies depending on experience and includes a competitive benefits plan that will be available after 3 month probationary period