

## Job Description

# Senior Project Manager

---

### Position Summary

The Senior Project Manager is responsible for the successful delivery of complex construction projects from early planning through close-out. This role provides strategic leadership to project teams, manages client and stakeholder relationships, and ensures projects are delivered safely, on schedule, within budget, and in alignment with contractual and quality standards. The Senior Project Manager oversees consultants, contractors, and internal resources, provides strong financial and risk management oversight, and contributes to business development, mentoring and coaching of junior staff, and continuous improvement of project management practices.

### Key Responsibilities:

- Leading with confidence and securing buy-in from project team.
- Team building and relationship management, overseeing project communications, overseeing project hand-over and completion.
- Proactively solving problems by offering solution ideas when identifying problems.
- Thorough design reviews for objective alignment, design & scope coordination, value and other innovations. Controlling scope and budget creep.
- Developing and monitoring compliance with project objectives and Charter.
- Recommending procurement strategies.
- Assembling design/contracting teams where required.
- Preparing proformas and conceptual estimates.
- Preparing and monitoring Risk Registers and Issues Logs.
- Preparing and monitoring project Budgets, Cash Flow Forecasts and Schedules.
- Chairing meetings, preparing Agendas and Meeting Notes, monthly reports.
- Leading negotiations on contracts and change orders, managing invoice payments.
- Developing business leads, proposal writing, successful interview presentation or assist 'closing a deal' on a new project.
- Other project management tasks as required.

### Qualifications

#### Required

- Minimum 10 years of overall construction industry experience, with a strong understanding of field operations and project execution.
- Demonstrated experience working on fast-tracked construction projects.
- Advanced proficiency in Microsoft Project.
- Proven ability to manage multiple stakeholders and competing priorities.
- Excellent analytical, organizational, and problem-solving skills.
- Strong written and verbal communication skills
- Post-secondary education in Construction Management, Engineering, or a related discipline.

### What we offer

- Annual base salary range: \$125-\$140k + profit sharing
- Health & Dental Benefits, Group RSP, Wellness Contribution and more