

Legacy Designcore Ltd., is one of the leaders in providing design and engineering services to major shallow utilities such as telecommunications, power and gas.

We are currently looking for a Project Manager which will be responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. This position will report to the Manager, Engineering Design.

Essential Job Functions:

- Determine and define project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement
- Lead meetings with clients and stakeholders
- Compiling draft quotations, proposals and contracts using Microsoft Office
- Maintain project tracking sheet and ensure all information are up to date
- Responsible in monthly billing and invoicing as well as accounts receivables (A/R)
- Produce weekly project status reports and submission to clients
- External client inquiries and customer communication with regards to project scheduling, land base requirement, invoicing and billing activities
- Track all project budgets and relevant project milestones on a weekly basis and update department manager
- Class 5 Driver's License and must have a clean driving records
- Other duties as required

Qualifications:

- 3-5 years industry experience specializing in project management
- Project Management Professional (PMP) certification is preferred
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies and best practices
- Excellent interpersonal, written and verbal communication skills.
- Excellent analytical skills and extremely resourceful

- Selected Candidate is required to obtain criminal background check and police clearance and driver's abstract.

If you are qualified for the above position, please send your resume to careers@legacydesigncore.ca not later than December 15, 2020.

Legacy Designcore Ltd is an equal opportunity employer.