



CONSTRUCTION PROJECT MANAGER

NANAIMO, BC

\$90,000 - \$130,000

ABOUT WINDLEY CONTRACTING

Windley Contracting Ltd. is a widely diverse development and general contracting company based on Vancouver Island and serving all British Columbia in the civil, commercial, and residential sectors. With projects ranging in scope and size, the company prides itself in providing quality workmanship and excellent service to all its customers.

ABOUT THE ROLE

Windley Contracting Ltd. is currently accepting resumes for an experienced Construction Project Manager at our Nanaimo office. Project Managers are responsible for the overall management and leadership of project teams. The ideal candidate will have at least 3 years' commercial construction and multifamily mixed-use (5 -story and above) construction project management experience.

KEY RESPONSIBILITIES

- Manage and execute construction projects to deliver projects safety, professionally, on schedule, on budget, and in accordance with project specifications.
- Manage all aspects of project planning and coordination, including preparing proposals / budgets / estimates, developing projects plans, milestones and timelines, and collaborating with project teams.
- Allocate and manage resources and budgets, conduct and control cost and progress estimates, contract change management.
- Develop, maintain, and manage schedules.
- Conduct project safety and quality assurance activities, including regular site visits with enforcement, as needed.
- Lead and communicate with teams, act as primary contact for project stakeholders.
- Manage and mitigate risk and maintain documents.

SKILLS AND QUALIFICATIONS

- 3+ years' experience managing commercial construction and multifamily (5-story and above) residential construction projects with proven history of successful project planning and execution.
- Detailed understanding of construction processes, techniques, building codes, and relevant standards, regulations, and legislation.
- Proficient use of project management software such as MS Project / 365, HCSS HeavyBid / HeavyJob, etc.
- Excellent communication and leadership for all interactions with internal and external project stakeholders.
- Strong organizational skills with the ability to manage multiple projects simultaneously and effectively prioritize tasks.
- Bachelor's degree in construction management, engineering, or a related field considered an asset.

Please submit your application through MNP's official process and avoid making speculative approaches to Windley Contracting or its staff members, as such approaches will not support your application.