



Unit #102 - 1339 McGill Road  
Kamloops, B.C. V2C 6K7  
Phone: 250.851.9292  
Fax: 250.851.9922

## **PROJECT MANAGER**

A&T Project Developments Inc. is currently seeking a **Project Manager** to join our quickly growing team. We are looking for someone who is highly accountable, energized and motivated to work collaboratively as part of our project team. Your role will be to provide various services and support to our site-based teams at locations in Kamloops, BC and the surrounding areas.

### **About Us:**

We are a general contractor and developer based out of Kamloops, BC specializing in commercial, residential and development projects. Established in 1992, we now celebrate nearly three decades of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail. Led by strong business ethics and community-minded values, we have a reputation for our high standards in the commercial and residential building industry.

### **Why work for A&T:**

A&T offers the opportunity to work on challenging, high-profile projects and provides competitive compensation and numerous benefits to the qualified candidate including:

- **Award Winning Developments:** Work on projects and developments of the highest caliber.
- **Competitive Base Salary**
- **Above Industry Standard Bonus Program**
- **Group Retirement Savings Plan with Employer Matching**
- **Paid Vacation & Sick Time:** This position includes five paid sick days per year, as well as paid vacation time.
- **Health Benefits & Insurance:** Optional health benefits package is offered after successful completion of probationary period.
- **Office Space:** Modern office space with plenty of natural light. New staff lounge complete with complimentary snacks and coffee. Bonus, our office is dog-friendly!
- **Growth & Opportunity:** Opportunity and encouragement of growth within the company.
- **Work Life Balance:** Value and understanding of the need for balance between work and personal life.
- **Learning & Development:** Professional development and course offerings to enhance employee skill and knowledge.
- **Wellness & Connection:** Staff events to keep the team connected and engaged. Work culture inspires healthy living and lifestyle.
- **We Give Back:** High level of community involvement including work and volunteer opportunities.

### **Key Roles and Responsibilities:**

The Project Managers essential function is to estimate and manage the daily details of the project, including purchases, subcontracting, changes and coordination of office and field activities during the construction period. Specifically including but not limited to:



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- Develop strong relationships with clients, municipal building personnel, material suppliers, equipment rental companies and subcontractors
- Maintain and monitor adequate estimate and plan files
- Have thorough knowledge of company procedures and safety manuals and ensure safety standards are met to the highest degree
- Handle all aspects of the construction process:
  - Organize and attend preconstruction and job meetings
  - Accurate estimating
  - Purchase materials
  - Monitor jobsite and maintain good organization
  - Coordinate material deliveries and subcontract work
  - Assure that details and submittals are received, submitted, corrected, approved, and returned to subcontractors
  - Code and approve invoices
  - Prepare and execute change orders
  - Prepare periodic percent completion data for job cost report
  - Post-construction care/warranty
- Work in conjunction with Project Superintendent on the following:
  - Resolve and assist in all aspects of the job
  - Analyze job cost report
  - Update job progress schedule
  - Prepare data for monthly invoices
  - Maintain good subcontractor relations

**Qualifications and Experience – the successful applicant must possess the following:**

- Minimum of 5 years' experience in the construction industry
- Minimum of 3 years within a managerial (preferably Project Management) role
- Strong time management, planning and communication skills with a demonstrated track record of dealing successfully with stakeholders, subtrades and clients
- A high degree of integrity, loyalty, and honesty
- Positive and motivated attitude
- Be a team player and be able to fit comfortably into A&T's dynamic team
- Ability to adapt to new software and technology.
- Be proficient in blueprint reading
- Possess valid Class 5 driver's license

This **permanent, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture.

**Salary range:** \$70,000 - \$120,000. Based on qualifications and bonus.

Please **email** all resumes to **Gary Reed** and **Brandon Lolli**. We thank all of those who apply, however only candidates selected for an interview will be contacted. If you have any questions regarding this position, please contact Brandon at 250-572-1739.



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