

Carriage Gate Inc. / Legacy Constructors is a visionary company specializing in the construction of modern condominiums, high-quality homes, mixed-use commercial developments and urban high-rise communities for more than 30 years.

With several exciting projects in Hamilton and Burlington, we are looking for an experienced individual for the position of Project Manager. The successful candidate will be proactive, intuitive, analytical, detail-oriented, possess a strong technical aptitude, and is able to solve problems to keep projects on track and maintain profitability.

**Job Title:** PROJECT MANAGER  
**Location:** Burlington / Hamilton

**Job Type:** Full Time  
**Start Date:** Q3 2022

### Responsibilities and Duties

- Responsible for the flow of the project from start to finish, handling design management, schedule, budget, cost forecasting, overall quality and delivery of each project
- Effectively communicating with internal colleagues and external clients, vendors, trades, consultants and governing officials
- Schedule meetings with site staff and trades at project start-up and throughout construction
- Developing contracts and negotiating revisions, changes, and additions to contractual agreements with consultants and trades
- Reviewing the requirements for change notices and approvals
- Assess requirements for company building practices and develop specifications for equipment, materials and supplies to be purchased
- Planning and preparing schedules while monitoring progress against established schedules
- Preparing progress reports, issue progress schedules to clients and process invoices
- Coordinating all administrative aspects of the construction team
- Building, developing and growing business relationships vital to the success of the project and conducting post project reviews
- Daily interaction with Carriage Gate and Legacy Constructors site staff
- Conducting regular on-site inspections to ensure construction activities are meeting standards and schedule and provide recommendations for improvements as required
- Assist to obtain permits, easements, and deposits
- Facilitate the tracking of project milestones and financial deadlines as well as creation and updating of the construction schedule
- Ability to effectively communicate with owners, trades, and consultants

### Qualifications

- Education level – Post Secondary education is an asset
- Experience – at least 10+ years' experience as a Project Manager on full cycle construction projects
- Specific skills – strong computer skills with experience in Microsoft Office & Project Management Software
- Personal characteristics – strong leader with superior communication, interpersonal and project management skills, the ability to lead labour forces, manage oversee numerous responsibilities and the ability to predict and solve problems before they develop



If you are interested in joining our growing, fast-paced construction management team, please send your resume to [careers@carriagegate.ca](mailto:careers@carriagegate.ca)