



Position: Project Manager

To apply, please send your resume to careers@gillamgroup.com

About Gillam

Gillam is a progressive construction company established with a mission to raise the bar in the planning, management, and delivery of construction projects. With offices in Toronto and Kitchener, we specialize in medium to large-sized projects in the ICI and residential sectors, delivered through collaborative approaches. Our goal is to provide high-quality, customer-oriented construction services through transparency, teamwork, and trust, resulting in successful projects and long-term business partners. Gillam was named by Growth 500 as one of Canada's fastest growing companies, which is the result of our collaborative and dynamic approach to our work, and we are leaders in Integrated Project Delivery / Lean Construction.

Some of our notable projects include:

- Royal Ontario Museum
- Aga Khan Museum
- Barrie-Simcoe Emergency Responders Campus IPD
- York University Bergeron Centre for Engineering Excellence
- Lākhous Lakefront Condominium, Barrie

About the Role

We are currently seeking to hire **full-time, permanent Project Managers** who will be responsible for the overall direction, completion, financial outcome, technical success and quality of a construction project or a portion of a large complex project. The Project Manager also establishes and maintains positive relationships with owners, subcontractors, design partners and unions.

Job Location: Various sites across the Greater Toronto Area, Kitchener-Waterloo and Barrie, Ontario.

Key Responsibilities

- Work safely and ensure company safety policies, procedures and systems are followed and enforced. Monitor job safety and prepare documentation as required.
- Coordinate with Safety Manager to ensure that projects are completed in accordance with established safety goals.
- Plan, organize, and controls project(s) in accordance with established policies, procedures, systems and requirements. Prepare, review and approve preliminary project and equipment schedules, financial projections, cost-to-complete and project status reports for the duration of the project.
- Directs and supervise work of project administration staff and engineers, as well as works in partnership with project superintendents to establish operational priorities. Establishes the site organizational plan and responsibility matrix.
- Ensure construction site rules and procedures are implemented and followed, and that best practices and customer focus is achieved in an efficient and effective manner.
- Provide leadership, guidance, direction and positive attitude to the project team members.



Position: Project Manager

- Maintain exceptional relationships with owners, subcontractors, design partners and unions. Responsible for day-to-day contact and communications with customers, as well as subcontractor partners.
- Ensure creation and maintenance of subcontractor partner contracts.
- Responsible for forecasting, tracking/reporting project costs/revenue and adherence to project estimates. Provides leadership for multiple aspects of controls including costs/revenue, procurement, planning, scheduling and architecture/engineering.
- Prepare internal monthly PSR (Project Status Review) report, and Project Monthly report for clients.
- Approve subcontract progress payment invoices up to limit of authorization and approve invoices for job materials based on Purchase Order and delivery information.
- Prepare monthly Progress application and invoice to Owner. Prepare project cashflows.
- Develop strategy for staffing, personnel development, performance management and training. Ensure delivery of project training programs and compliance to all corporate, federal and provincial regulations.
- Responsible for problem resolution involving labor disputes, staffing, materials, equipment and contracts/subcontracts administration.
- Provide regular updates and feedback of significant project events.
- Perform other duties and responsibilities as required.

Qualifications

- 6+ years experience
- Bachelor's Degree in Civil Engineering, Architecture, Construction Management or equivalent (desired, but not required)
- Proficient in some of the following: Word, Excel, MS Project / Scheduling Programs, Project and Cost Management Systems
- Excellent skills in developing and leading teams
- Excellent communication & interpersonal skills
- Strong ability to prioritize, organize and manage time
- Able to work well in a team environment

What Gillam Offers

- Commitment to safety in the workplace
- An engaging culture based on innovation, collaboration and forging strong relationships
- A dynamic work environment
- Competitive salary, commensurate with skill & experience
- Competitive benefits program, e.g. health insurance & RRSP matching
- Regular staff social events
- Great opportunities for learning and mentorship

Gillam is an inclusive and diverse work environment. We are an equal opportunity employer and invite applications from candidates from all backgrounds, race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, or any other characteristic.