



Position: Contracts Manager and Legal Counsel for Construction

Location: Head Office, Toronto, ON

Status: Permanent Full Time

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 and work throughout southern Ontario, 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 is also a leader in Integrated Project Delivery / Lean Construction.

About the Role

We are seeking a proactive and detail-oriented In-House Legal Counsel to join our construction team. The ideal candidate will possess the ability to prioritize multiple tasks effectively while delivering high-quality work under tight deadlines. You will maintain up-to-date knowledge of industry standards, best practices and relevant legislation that impacts our operations. The successful candidate is a talented individual able to manage a swath of recurring matters including drafting of construction contracts, negotiation and contract management as well as to provide legal advice and risk assessments across a broad range of matters related to contracts and construction law. This position requires an entrepreneurial attitude, a keen attention to detail, some tech savvy, responsiveness, diligence, an interest in construction law, an openness to learn and be attentive to client needs.

Key Responsibilities:

- Assist the various project teams with underwriting risk with respect to projects and providing risk management solutions, risk analyses and guidance on contract matters
- Heavy involvement in owner contract reviews, negotiation of owner provisions and finalizing awarded projects
- Prepare and negotiate various contracts and other legal documents including partnership agreements, design agreements and subcontracts
- Negotiations of contracts and purchase orders with trade contractors and suppliers
- Assisting our senior management & project teams with commercial claims, lien claims, bond claims, contractual notices as well as employment issues that may arise
- Update and modify contract forms. Develop best practice protocols for contracts
- Participate in bid reviews and give advice on procurement matters
- Interpret laws, regulations and any other legal documents, ensuring that the interests of Gillam are well protected. Develop transition & guidelines for the new Construction Act
- Conduct and compile research, maintain/update organized legal due diligence documents
- Review routine project-related agreements (e.g. BIM releases, crane swing agreements, title company deliverables, lender consents)
- Provide legal advice and contribute to analyses relating to corporate governance issues
- Provide guidance tracking and follow-up for various Gillam entities to ensure up to date and accurate Corporate records and compliance documents are in place

- Training and/or presentations to staff with respect to Gillam business matters and best legal practices
- Work closely with internal clients, including business development, corporate support services, operational personnel as well as senior management in both the business units and at the corporate level in order to minimize risk
- Engage in problem-solving and negotiation processes, with the ability to convey complex legal concepts clearly to staff and stakeholders at all levels
- Collaborate effectively as a team player, fostering positive interpersonal relationships within the organization
- Proficiently utilize computer applications, including the MS Office Suite and various legal case management systems
- Build and maintain strong working relationships with staff at all levels, both internally and externally
- Be willing to travel as needed to support operational requirements
- Assist with any claims and litigation
- Work with Legal and Senior Management with respect to employment matters
- Contribute to or influence company policies as appropriate

What you Bring:

- Ability to negotiate legal and commercial issues arising with respect to project pursuits and project delivery
- Experience with Standard CCDC/CCA construction contracts, Insurances and Surety will be considered an asset
- Self-starter with the ability to prioritize multiple tasks and deliver high quality work on tight deadlines while keeping everything organized
- Adaptability and flexibility to operate with minimal supervision in complex and dynamic environments
- Superior problem-solving skills together with the confidence to take the initiative on projects
- Utilize strong written and verbal communication skills to provide legal guidance and support across the organization
- Exercises independent judgement and discretion with ability to identify issues and initiate corrective actions
- Strong analytical and critical thinking skills

The Ideal Candidate has:

- Bachelor's Degree and Juris Doctorate Degree (or equivalent legal degree) and a Lawyer in good standing with the Ontario provincial bar is preferred
- Minimum 2-4 years of related legal experience in the Canadian construction industry
Transactional, labour law and claim related legal experience in the Canadian construction industry would be an asset



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, mentorship, and career growth

If you are a motivated legal professional with a passion for the construction industry and a commitment to excellence, we invite you to apply for this exciting opportunity.

Gillam is an inclusive and diverse workplace committed to providing equal opportunities to all candidates. We encourage applications from individuals of all backgrounds, including but not limited to race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, disability, marital or family status. Accommodations are available upon request for candidates taking part in all aspects of the selection process.