



Job Position Posting: Permanent Full-time Project Manager in Sault Ste. Marie, ON

Mike Moore Construction Ltd. Is a General Contractor in the ICI sector and operates predominately in Northern Ontario. Our company is COR certified and committed to safety, the client and their project, quality and our employees. Reporting to the President, responsible for planning, developing, delivering and reporting on assigned projects within scope, schedule and budget. This position involves working on a full-range of commercial and industrial projects, with multi trades to meet targets and ensure quality, safety and environmental programs are met.

Starting salary is \$89,900.00 based on the level of experience. It includes Benefits, Pension Plan and Bonuses pending the company's performance.

Responsibilities and Duties:

- Assist with the planning, organizing and evaluation of construction projects from start to finish according to schedule, specifications and budget
- Plan and prepare construction schedules and milestones and monitor progress against established schedules
- Assist with the hiring activities of subcontractors
- Develop sub-contract, proposal, and estimating strategies
- Ensure estimates align with execution and cost management requirements
- Apply technical experience to interpret documentation, specifications, and drawings
- Attend and participate in site-visits, as well as pre-bid and post-bid meetings
- Establish and maintain vendor and subcontractor relationships
- Communicate all successful tender information to operations team and set delivery plan
- Work with quality control programs
- Successfully manage and execute 2 to 5 projects simultaneously
- Effective claim and change management, preparation for invoices and tracking
- Ensure completion of Health and Safety Certifications by subcontractors during onboarding process and employee Health and Safety
- Perform other duties, as required

Qualifications and Skills:

- Must be able to manage multi trade crew
- Previous experience working for a General Contractor in the ICI sector for a minimum of 5 years
- Fluent in reading drawings
- Proficient in Microsoft Office including Outlook, Excel, Word and MS Project
- Analytical thinking and problem-solving skills
- Upholds the value of a safe, efficient, and productive work environment
- Solid team player with a positive attitude
- Thrives on managing multiple priorities and project deadlines
- Has received full series of vaccinations for COVID-19

Additional Assets for the Position:

- Estimating experience
- Project Management Professional Certification
- Possess a technical diploma from a recognized institute or a degree in structural engineering
- AutoCAD LT, ProjectTeam & SiteDocs

We thank all applicants in advance; however, we will only contact candidates selected for an interview.

Send resumes to fernmoore@mikemoore.ca