

Job Title	Project Manager	Department/Group:	Sales & Marketing
Reports To:	Director of Projects	Travel Required:	Occasional
Location	Penticton, BC, Canada	HR Contact:	M. Higgins
Position Type	Permanent/Fulltime		
Level/Salary Range:	TBD		
Job Description			
<p>Summary</p> <p>Reporting to the Director of Projects, the Project Manager is an important customer facing role at Structurlam. The role is responsible for all aspects of a client’s project delivery from Structurlam. As part of the client project team, this role develops, tracks, and manages a milestone-based schedule for the agreed to scope of work from the closing of the sale through to construction project close-out. This role requires working collaboratively with Structurlam’s sales, estimating, technical services, design, and operations associates.</p> <p>Accountabilities: Operational</p> <ul style="list-style-type: none"> • Develops mutually agreed to milestone-based project schedules in collaboration with the project General Contractor, Design Team and Project Owner for on-time, in-full, on-spec delivery of the mass timber products for each project • Manages and documents all change orders through the project, maintaining scope specifics with relevant team members • Interpret, issue, review, and expedite RFIs with internal and external teams, ensuring the project is on its best path to success • Tracks, documents, and reports on the progress through to delivery of products through the milestone-based project schedule identifying issues and recommending solutions to meet schedule commitments • Closes and documents the customer experience upon completion of project construction <p>Education, Experience and Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s Degree or 2-year engineering technology diploma • Minimum 3 years mass timber industry experience • Working knowledge of mass timber construction, components, connections, constructability, and scheduling • Ability to report and communicate confidently with customers regarding project timelines, budgets and negotiate change orders • Proficient in cadwork, sales estimating, MS Office, advanced user of MS Project and integrated scheduling applications • Strong written and oral communication skills 			
Updated	January 2021	Comments	