



LTR Industries is looking for a **Project Manager** to join our growing team. Reporting directly to the President, you will bring knowledge and a strong ethic.

ABOUT US:

- LTR Industries (Ottawa) Limited supplies Commercial Millwork to the general construction industry, Interior Designers and individual commercial/residential clients and offer complete design/build services, or pre-costed tendered jobs.
- LTR Industries' one-stop-shop approach makes excellent architectural millwork a seamless and painless experience for architects, general contractors, interior designers, and commercial enterprises.

WHY WORK WITH US:

- A high-paced and creative environment, where all team members have an opportunity to contribute. Our employees have the freedom to present new ideas and find creative solutions to help us drive our growth and continuous improvement model.
- Recently added a 25,000 sq feet State of the Art facility with a focus on Employee comfort and Safety.
- We're a family first company, that goes above and beyond for its family (employees) by providing a working environment that is value driven and focused on doing worthwhile work.
- We are a company that supports life-long learning. We support your personal and career development. We provide in-house courses, extensive training, and many other resources to enable our employees to achieve their personal goals and be successful in their careers.
- We believe in your potential. If you're looking to develop your expertise with learning opportunities and mentoring, we'll make that happen. Your growth path is in your hands, and you'll have ongoing meetings with your manager to help determine your path.
- At LTR Industries, we understand that experience comes in many forms. We're dedicated to adding new perspectives to the team - so if your experience is close to what we're looking for, please consider applying.



RESPONSIBILITIES:

- Manage projects in a coordination role from start to end.
- Comprehend, interpret and design detailed working plans from preliminary sketches, specifications and other client supplied data.
- Review project plans and specifications and coordinate with the team to confirm complete scope.
- Evaluate progress and prepare detailed reports regarding job status.
- Determine needed resources from start to finish with attention to budgetary limitations.
- Communicate with clients to adhere to their specific requests.
- Communicate with clients and installers for on-site measurements.
- Ensure supplies and materials are ordered and delivered according to schedule.
- Conduct site checks to monitor progress and quality standards.
- Communicate with clients to adhere to their specific requests.
- Hire sub-contractors and other sub-trades and allocate responsibilities.
- Supervise the work of installers and give them guidance when needed.
- Communicate with clients and installers for on-site measurements.
- Train and mentor project coordinators depending on the size of the project.
- Other responsibilities as assigned by Senior Project Manager

REQUIREMENTS:

- Three to five years' experience in residential and/or commercial millwork.
- Ability to organize and prioritize projects.
- Strong knowledge of cabinet construction and installation.
- Strong business acumen in project planning and management.
- Ability to pull apart drawings and technical specs with a solid understanding of millwork.
- In-depth understanding of millwork procedures, material, and project management principles.
- Excellent organizational and time-management skills.



Architectural Millwork

- Previous experience in a leadership role with strong and proven leadership skills.
- Ability to work independently and in a team environment.
- Excellent knowledge of Microsoft Office Suite
- Experience with CAD and other industry drafting software.
- Strong written, and oral communication skills
- Able to work under pressure.
- A post-secondary degree in Project Management is considered an asset, but not mandatory.
- Traveling to sites will be required.

JOB TYPE:

- Full-time, Permanent

BENEFITS:

- Company events – (Fun BBQ, Christmas parties, Celebrating birthdays)
- Friday afternoon scrimmage hockey Sept-March
- Dental care
- Extended health care
- On-site parking
- Vision care

We provide a team atmosphere that fosters growth and critical thinking. Competitive compensation and a comprehensive benefit package await the right candidate.

ADDRESS

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