

## Manager – Millwork Division

Established in 1989, Terlin has become a leader and innovator in full-service construction for retail, commercial, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom Millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of interior construction and delivers outstanding and consistent results.

**The Terlin Team** is a talented and driven group of experts, tradespeople, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

### The Opportunity

Terlin is currently searching for a fulltime, experienced, and dynamic **Manager** with retail, institutional, commercial, and institutional millwork experience to join our team. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

### Responsibilities

As the Manager, you will be responsible for building business success by identifying, qualifying, establishing, planning, implementing, maintaining, managing, and coordinating millwork projects within the decided-upon budgets, timelines, and scope. The functions include business development, cost estimation, organizing and planning, management and mentoring, all while collaborating with sub-contractors and colleagues to ensure the successful delivery of projects.

Specifically, the Manager will be responsible for:

- Identifying business opportunities with current and prospective customers and by researching the industry and market trends.
- Procuring and executing a portfolio of projects ranging from multiple small projects to major projects.

- Preparing / reviewing bid documents.
- Negotiating and awarding contracts with respective suppliers in order to comply with pre-determined production schedules and adherence to quality standards.
- Contract administration.
- Risk identification and issue resolution.
- Overseeing the execution of orders from production to packaging and logistics including project fees, invoicing, schedules, execution, deliverables, and the quality of the projects during design and construction.
- Reading and understanding shop drawings and generating take-offs of millwork and component requirements.
- Monitoring the status of completed / approved shop drawings and ensure shop drawings are completed on time, are accurate, and respect all required information.
- Project feasibility and all aspects of cost estimating from reviewing shop drawings to providing material take-offs and establishing budgets.
- Providing weekly projections to the executive team as well as updating relevant stakeholders / team members on project progress.
- Working with the Production Manager to establish production timelines and revise schedules to reflect design changes, backlogs, or delays.
- Overseeing production and shipping activities and ensuring schedules are respected.
- Fostering and maintaining positive, cooperative working relationships with Millwork team as well as internal and external clients.
- Resolving client issues that arise with high customer service standards.
- Evaluating requested changes and managing the change process.
- Coordinating sub-trades and suppliers as necessary.
- Collaborating with the Finance department as it relates to budgets, expenses, and profits as well as detecting cost-related issues.
- Coaching and supporting project team members with assigned tasks.

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude, knowledge of the architectural woodworking business, has the ability to multi-task and work well under pressure and deadlines.

## **Qualifications**

- Minimum seven (7) years of experience working in a custom, commercial millwork production environment.
- Minimum five (5) years of experience as a millwork estimator.
- Minimum of 3 (three) years of project management experience.
- Strong business acumen as it relates to full project management including conceptual/detailed estimating, scheduling, cost controls, reporting, and demonstrated ability to manage budgets and schedules within project expectations.
- Professional and diplomatic.
- Ability to read, analyze, and interpret construction drawings.
- Proven written / verbal communication and interpersonal skills to lead diverse, cross-functional teams.
- Excellent time management and computer skills.
- Ability to motivate, think outside the box when needed, and willingness to adapt to new concepts.
- Ability to recognize issues as challenges and capacity to work well under pressure.
- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.
- Bilingual (English and French) would be considered an asset.
- Experience using the construction software Procore would be considered a significant asset.
- A valid driver's license is required.

## **What Terlin Has to Offer**

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their comprehensive benefits package is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs including matching RRSP and Profit Sharing. Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.



**Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?**

If you think you have what it takes, and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and a collaborative environment, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at [www.terlin.ca](http://www.terlin.ca) .

*We thank all applicants for their interest, however, only those qualified will be contacted for an interview.*