

GA Masonry Inc.

Email: [gaottawa@gamasonry.com](mailto:gaottawa@gamasonry.com)

715 Vernon Street, Gatineau, QC J9J 3K4

## **JOB OPPORTUNITY PROJECT MANAGER**

We are an established and highly reputed Masonry Contractor who is seeking an ambitious and dynamic individual to fill a *Project Manager* position at our Gatineau, QC office.

We are looking for a candidate who obtained either a CET diploma or Arch / Tech degree or a student enrolled in any one of the programs. CAD experience would be beneficial.

The position will consist of Initiate all assigned projects from estimating to mobilization. Prepare and monitor operational budget, change orders, and cost estimates for all projects being managed. Ensure issues are resolved in a timely manner and projects are proceeding as per expected timelines. Review of project schedule deliverables and costs. Meet or exceed project timelines, budgets, and quality by reviewing and making recommendations to existing and proposed designs, contracts, timelines. Maintain active commercial relationships with suppliers, and subtrades for assigned projects. Issue and manage change orders, quantity surveying, costing materials and labour using project documents such as architectural and structural drawings, CO's, SI's, RFI's. Handling shop drawings and tracking and reporting documents to help keep projects on track.

If you are interested in a position as a *Project Manager* and you have the experience and skills required, I invite you to email your CV in confidence.

Please do not include a cover letter.

Instead, simply provide a brief list of the projects you have recently worked on and their value, duration and your role in each instance. A brief description of your goal attributes and what you could bring to our team. If you are a student, please provide a brief list of co-op jobs you have worked on as well as a brief description of your goal attributes and what you could bring to our team. Please send your CV in a PDF format.

Only those who meet the above qualifications will be contacted for an interview.

Thank you in advance