



June 26, 2025

Dolyn Construction Ltd. is a well-established, mid-sized General Contractor, Construction Manager and Design Builder and we are seeking to fill a vacant **Project Manager** position. We are looking for a highly organized and detail-oriented person to lead and oversee various projects from inception to completion. The ideal candidate will possess strong leadership skills, exceptional time management abilities, and a thorough understanding of project management methodologies. This role requires effective communication and collaboration to ensure project goals are met on time and within scope.

Responsibilities

- Read blueprints, specifications, and drawings
- Plan and prepare construction schedules, milestones and monitor progress
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements
- Establish and implement policies and procedures for quality control
- Select subcontractors and co-ordinate their activities
- Plan and manage budgets
- Plan, organize, direct, control and evaluate daily operations
- Prepare reports as required
- Participate in and augment our ongoing safety program

Qualifications

- Post secondary education in engineering, project management or architecture
- Eligible to obtain Government Security Clearance
- Valid Driver's License and reliable vehicle

Experience

- 3 years of experience in Construction Project Management dealing in the ICI sector in Ontario
- Experience delivering projects that range in value from \$300,000 to \$25,000,000
- Experience with MS Office, MS Project and CM Software

Please send your resume to benita@dolyn.com. We thank you for your interest in our company. Only suitable candidates will be contacted for an interview.

