

PROJECT MANAGER

Westbourne Projects Ltd. is a boutique project management firm that provides development consulting and owner's representative services to a broad spectrum of outstanding clients in the Lower Mainland. Our clients run the full gamut in size and range from private family investment firms and large corporations to private schools and charitable organizations.

We are looking for an experienced Project Manager to join our team of competent and enthusiastic members who possess diverse development/construction industry backgrounds. The selected applicant will report directly to Nick Maile, Principal.

Candidates should have a positive and "can do" attitude and be keen to work in a team environment, prepared to go the extra mile, and be someone who strives to ensure that every task is managed to successful completion. They must value integrity and honesty, clear communication, and demonstrate an interest in learning and developing their skillset.

Client service and satisfaction is the number one goal at Westbourne Projects Ltd and it is expected that our new Project Manager will also foster those values.

These would be your Key Responsibilities

Manage all duties required to ensure that projects that you are overseeing run in a smooth efficient manner. The following are the duties required on an ongoing basis:

- Ensuring project deliverables are met on-time and on-budget by coordinating project team members throughout the development cycle. This includes feasibility analysis, consultant management, design development, municipal approvals, permitting, occupancy and project close-out.
- Establishing and managing a detailed project schedule.
- Creating and maintaining project budgets and monitoring the project cost report on an ongoing basis.
- Compiling and issuing monthly project reports generally incorporating both the cost report and schedule along with details of project activity.
- Working effectively with municipal staff as required during the approval process and helping secure required permits.
- Managing the consultant/contractor procurement process.
- Coordinating with project consultants through all stages of development to ensure project deliverables are achieved.



- Preparing regular progress reports to the Principal on active development projects.
- Communicating with consultants and contractors during the construction process to acquire necessary details to improve project information flow.
- Reviewing project invoices for accuracy and completeness against budget and commitments.
- Managing and tracking the internal invoice approval process.
- Maintaining current knowledge of federal, provincial and local initiatives, regulations and policies
- Championing Westbourne Projects processes and policies and contributing to continuous improvements.
- Providing mentorship to other members on the team as a trusted and resourceful member of the Development Team.

Do you have these qualifications?

Experience – 3-5 years of recent and relevant background in a **lead** project management role in the development or construction industry in **BC**.

Analytical – Strong quantitative skills; detail-oriented and proficient in handling complicated data sets. Able to grasp complex issues and problem solve. Previous experience in proformas and budgeting is definitely an asset.

Communication – Excellent verbal and written communication and presentation skills; demonstrate an ability to effectively communicate and present results that articulate key themes and messages.

Organization – Must be able to take initiative and own your responsibilities to produce high quality work product with minimal supervision; ability to thrive in a fast-paced, fluid and dynamic work environment dedicated to excellence; ability to prioritize multiple demands, allocate time effectively between projects, work under pressure, and meet tight deadlines; flexible and adaptive to new ideas and constant change; ability to focus on the detail to produce accurate and reliable work products while also grasping the bigger picture; possess intellectual curiosity and a strong desire to learn and develop.

Software – Must be proficient in Excel, PowerPoint, Word and project management software/databases (MS Project, Procore, or similar construction/development programs).

Relationship – Must be extremely proactive and able to develop and sustain collaborative and effective working relationships with all personalities; ability to exercise discretion and strict confidentiality.



Values – Embrace and pro-actively support Westbourne’s values and its culture of customer service and corporate and social responsibility.

What Westbourne Projects Brings to the Table

- An industry standard competitive compensation package including benefits and free parking.
- The opportunity to work on interesting and diverse projects with a growing close-knit team.
- A positive work environment – we work hard but recognize the value of humour and laughter and you can always count on our positive support for a job well done.
- This is an office-based position in a bright and convenient location.

How to apply:

Email your resume with a cover letter directly to info@westbourneprojects.com.

Closing Date for Applications: January 15.24

Start Date: February.24

Interviews are preferred during normal business hours, but arrangements can be made to meet outside of those hours.

While we thank all applicants for their interest and time, we request that you **please do not make application if you do not meet the position requirements as your application will not be considered**. Please note that only successful potential candidates will be contacted to move to an interview phase. Also, we do ask applicants not to call the office to follow up.