



## CONSTRUCTION PROJECT MANAGER

Construction • Vancouver, British Columbia

### About Cape Group

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Cape Group is a proud family-run construction and real estate development company that has been shaping the Canadian landscape for over 65 years. Our diverse portfolio includes low-rise and high-rise rental apartments, strata condominiums, senior care housing, industrial business parks and warehouses, commercial office and medical complexes, and shopping centres across Greater Vancouver, Interior/Northern BC, Edmonton, Oregon, and Toronto. Cape has conceived, developed, and managed more than 2,500 residential units and over 3.5 million square feet of commercial and industrial real estate. Innovation and quality are at the heart of everything we do. Every project we create, build, and manage aims to leave a lasting, positive impact on local communities.

More information at [www.capegroup.ca](http://www.capegroup.ca)

### Position Summary

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We are looking for an experienced, down-to-earth, and highly coachable Project Manager to join our construction team. This is a hands-on, field-facing role built for someone who genuinely thrives in the details; someone who takes pride in the coordination, the follow-through, and the legwork that keeps a project running cleanly from mobilization to handover.

Reporting directly to the Director of Construction, you will be an integral part of a focused, results-driven team. You are someone who is energized by bringing order to complexity; you enjoy owning the process, executing the decisions that are already made, keeping all the moving parts aligned, and making sure nothing slips. You are not intimidated by the volume of coordination this role demands; in fact, that's exactly the kind of work where you do your best.

If you are the type of person who gets satisfaction from a well-run project, clean documentation, tight coordination, no dropped balls, and a smooth handover, this role was built for you.

### Key Responsibilities

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#### New-Build Project Management

- Manage day-to-day construction coordination, design review for constructability, and tracking for a project moving toward construction.
- Own and manage the project in Procore end-to-end: setup, document control, submittals, RFIs, meeting minutes, daily logs, deficiencies, and close-out documentation.



- Coordinate with consultants, engineers, trades, and the City of Vancouver on permit progression, inspections, and construction milestones.
- Track and drive the project schedule, flagging risks and delays to the Director of Construction immediately.
- Review drawings and specifications for inter-discipline coordination issues; escalate conflicts with recommended solutions.
- Monitor project budget, review invoices, process change orders, and maintain cost tracking in alignment with the approved budget.
- Lead project close-out, commissioning, and handover: deficiency management, as-built documentation, occupancy permits, warranty tracking, and owner training coordination.

### **Tenant Improvement & Renovation Projects**

- Manage and coordinate small-scale tenant improvement and renovation projects on an ongoing and as-required basis.
- Prepare scopes of work, solicit trades, review bids, and recommend awards to the Director of Construction.
- Monitor TI project schedules and budgets; ensure timely delivery with minimal disruption to operations.
- Maintain organized project files and documentation for all active TI projects.

### **Procurement & Contracts**

- Contact trades and suppliers for tender invitations, addenda, bid closings, and bid analysis.
- Coordinate procurement, draft contracts for review, and track all changes and additions to contractual agreements.
- Prepare detailed tender/bid analyses for each scope of work for Director of Construction review and decision.

### **Reporting & Communication**

- Prepare and issue weekly and monthly project status reports to the Director of Construction.
- Maintain clear, organized communication with all project stakeholders: consultants, trades, municipal authorities, and internal team members.
- Prepare and distribute meeting agendas and minutes; track all action items to close-out.

### **Administrative & General**

- Perform all project setups and distribute project documents on Procore.
- Support the Director of Construction with document preparation, estimating inputs, and budget preparation as directed.



- Perform other duties as directed by the Director of Construction.

## Who You Are

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- Coachable, humble, and a genuine team player. You take direction well and implement feedback without resistance.
- Positive, high-energy, and driven. You show up ready to do the work every day, no excuses.
- Heads-down and execution-focused. You take pride in being the person who gets things done on the ground.
- Detail-oriented and organized. Nothing falls through the cracks on your watch.
- A strong communicator, both written and verbal, who keeps everyone informed and aligned.
- A problem-solver. When you hit an obstacle, you bring solutions, not problems.
- A person of integrity and accountability. You do what you say, and you own your mistakes.
- Comfortable working independently with minimal supervision and thriving in a fast-paced, multi-project environment.

## Minimum Requirements

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- Minimum 5 years of progressive construction experience as a Senior Project Coordinator, Assistant Project Manager or Project Manager with a general contractor or builder-developer in British Columbia.
- Demonstrated track record of having managed at least two (2) new-build multifamily residential projects in the Greater Vancouver area from start to finish, including close-out, commissioning, and handover. Applications without this experience will not be considered.
- Proficiency in Procore is mandatory; you must be capable of setting up and managing a full project in Procore from day one. Daily use of Procore is a core function of this role.
- Post-secondary education (University Degree or Technology Diploma) in Construction Management, Building Engineering, Civil Engineering, or a related field.
- Strong working knowledge of the Greater Vancouver and BC construction industry, BC Building Code, and municipal permitting processes.
- Proficiency in MS Project, MS Office (Outlook, Word, PowerPoint), and strong Excel skills.
- Legally entitled to work in Canada.
- Strong local professional references, checkable upon request.

## What We Offer

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- Salary: \$100,000 – \$125,000, commensurate with experience.
- Comprehensive health and dental benefit program.
- Professional development support in the construction industry.
- A collaborative, family-oriented company culture with company-wide social events.



- Employee referral program.

## How to Apply

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Only candidates legally entitled to work in Canada are eligible to apply. Applications from candidates with non-Canadian contact phone numbers will not be considered. No unsolicited resumes or phone inquiries from recruitment agencies, thank you.

**Candidates interested in this position must apply through Cape Group's career page.**

*Cape Group is committed to creating a diverse and inclusive work environment and encourages applications from all qualified candidates. We are proud to be an equal opportunity employer.*