

JOB DESCRIPTION

Project Manager

About AMC

AMC Project Management develops and manages commercial and residential construction projects across British Columbia. AMC handles procurement, contracts, cost reporting, and communication with clients, consultants, and trades, from early planning through project close.

AMC has significant growth plans over the next couple of years, and this role is central to delivering them.

Works With: Site superintendent, Project Coordinator, and Project Accountant.

Location: You must currently reside in Vancouver, BC. Relocation will not be considered.

Compensation: Depending on experience.

Start Date: Mid September 2026.

Position Overview

This role leads AMC's residential projects, and a significant share of your time will be spent on a major new commercial project starting shortly. Your job is to keep both on budget and on schedule. You will manage the consultants, contractors, procurement, approvals, documents, and decisions that move each project forward, planning weeks and months ahead rather than reacting week to week.

You work closely with AMC leadership, the site superintendent, and the Project Coordinator, and you are the main point of contact between the office, the site, consultants, and trades. You need to run the project on your own, hold the team accountable, and solve problems before they reach cost or schedule.

Key Responsibilities

- Lead procurement and bid leveling for trade packages. Award and manage trade contracts.
- Manage contracts and scope documents. Name scope gaps clearly in trade requests rather than leaving them unstated.
- Work with general contractors, construction managers, and trades to confirm scope, close gaps, and track open scope items through to closeout.
- Coordinate mechanical, electrical, and utility scope with the relevant authorities and providers.
- Manage permit applications and submissions with the local authority.
- Keep the project schedule current. Flag schedule risk to AMC leadership early, not once it has landed.
- Work with site superintendents on sequencing, site logistics, and site decisions.
- Track costs and commitments in JobTread and support monthly cost reporting alongside the Project Accountant.
- Communicate with clients to AMC standards.
- Confirm contract details, scope, and exclusions before moving forward.

Qualifications

Required

- 10 years of project management experience in construction. Residential, commercial, or both.
- CCDC or comparable contract experience.
- Proven ability to run trade procurement and bid leveling under time pressure.
- Working knowledge of CSI MasterFormat divisions and cost reporting.
- Strong written communication. You can write a scope document trades can price without extra explanation.
- The seniority to run projects without oversight and hold consultants and trades accountable.

Preferred

- Construction project experience in the Lower Mainland.
- JobTread or a comparable construction management platform.
- Permit and approvals experience with BC municipal authorities.

How to Apply

Send your resume to jobs@amcdevelopment.com with a short note on the most complex project you have run and why you think you are qualified and would be a good fit for this project.