



[www.pivotalprojects.com](http://www.pivotalprojects.com)

**PROJECT DIRECTOR**  
**Toronto (JO# 13957)**

Pivotal Projects is one of Canada's leading project management companies. We provide project advisory and project management services to public and private sector clients for building and infrastructure construction and redevelopment projects. With offices in Toronto, Ottawa, Vancouver and Calgary, Pivotal is currently managing projects with a construction value of over \$2 billion.

**Purpose:**

Lead the management of large building development projects in the Healthcare and Institutional sectors in the Toronto market. Maintain a high standard in project delivery and continue to build upon the value offered to clients. Act as the primary contact between key clients and the company. Manage, develop and mentor project teams delivering client projects.

**Project Leadership**

- Act as a Senior Advisor to clients on development decisions
- Manage client relationships and deliver projects on time & within budget
- Prepare proposals, contracts and project authorization forms
- Manage project cash flow and budget compliance
- Lead project teams manage deliverables & team members
- Ensure service delivery in compliance with company standards

**Client & Market Development**

- Build on the reputation of the business in the market served
- Participate in client development activities for the Toronto region
- Build and maintain client relationships
- Contribute to the development of marketing strategies to leverage market position

**Qualifications:**

- Bachelors Degree in Engineering, Project Management, Business or equivalent.
- PMP certification is an asset
- A minimum of 5 years of experience in a project leadership role in project management, construction or design firm in the Institutional sector (Healthcare and Education)
- Previous experience serving in the role of "owner representative" to clients on commercial development projects
- Proficiency in Microsoft Office and Project Management applications (Primavera, MS Project, Timberline etc.) is required
- A strong desire to manage, develop and mentor teams
- Strong business development skills and an established base of industry contacts
- Effective client manager in each stage of the project management lifecycle

- Excellent report writing abilities - proposals, contracts, forms, budgets etc.
- Strong interpersonal and communication skills - verbal, written and presentation

Please submit your resume and cover letter to [kwestman@pivotalprojects.com](mailto:kwestman@pivotalprojects.com). You must clearly indicate the Job Number you are applying for.

*Only applicants being interviewed will be contacted. All replies will be treated with the highest level of discretion. Pivotal Projects is an equal opportunity employer.*

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