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SENIOR PROJECT MANAGER, BUILDING DEVELOPMENT
Calgary (Job #13473)

THE COMPANY:

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.

THE ROLE:

This valued member of the team will manage large building development projects to meet or exceed client expectations. They will also be actively involved in building on our reputation in markets and generating new opportunities.

Business Development

- Assist the Regional Manager in the execution of business development programs
- Leverage existing contacts to attract new business and strengthen our brand
- Identify new business and market opportunities
- Draft proposals and contribute to marketing materials
- Implement lead generation programs and systems

Project Management

- Serve as the primary source of client communications
- Partner with clients to define the purpose, risks and financial basis for projects
- Manage project teams delivering quality services to the clients
- Make project management decisions in compliance with company standards
- Prepare project scopes, plans, schedules and budgets
- Evaluate design and construction approaches to select the best option for the client
- Manage the firms delivering design and construction services on projects
- Oversee document flow for quality, permit compliance, insurance, and warranties
- Manage cash flow and budget compliance
- Regularly communicate project status and decisions to all affected parties
- Communicate ideas for improving company processes and policies

Qualifications:

- Bachelors Degree in Engineering, Project Management, Business or equivalent
- 10 - 15 years of work experience managing large building development projects (commercial & public infrastructure)
- 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 apply with a resume, cover letter, and project list directly to: rviloria@pivotalprojects.com. You must clearly indicate Job #13473 for this job.

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.