



DESIGN CONCRETE INC.

Project Manager– Cambridge, ON

Design Concrete, Inc. (DCI) is a leader in the precast concrete industry, specializing in agricultural products, precast building systems, noise walls, retaining walls, and custom precast components. DCI provides engineering, manufacturing, and installation solutions to the Ontario market. With a strong commitment to innovation, quality, and customer satisfaction, DCI has established itself as a key player in the construction and agricultural sectors.

DCI is part of the EKHO Infrastructure Solutions organization. As a member of the DCI team, you will be working alongside many supporting business units within EKHO organization. DCI is committed to meeting the accessibility needs of persons set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Codes, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

Job Requirements

Reporting to the General Manager and based in a hybrid role working from Cambridge, working from home, or working remote, the Project Manager will be responsible for the operational management of all sale sectors within DCI. This includes supporting the Sales team during the project estimating stage, the project management through engineering and production. This individual will lead the full management of the project with the client, vendors and internal team.

Job Requirements

- Review, understand, and help negotiate contracts, sub-contracts, change orders, and NDA's on behalf the company
- Proactively identify project risks and issues and work with the team to develop and execute response and contingency plans
- Manage a Project Coordinator and delegate tasks and manage their workload and execution of tasks
- Proactively identify and secure change orders from customers
- Effectively manage the projects in accordance with the terms and conditions of the contracts
- Actively engage the project team (drafting, engineering, procurement, plant, transportation, and field), customer and other notable project stakeholders
- Regularly manage, monitor, report, and control project progress, job costs, financial performance, A/R, invoicing, and payments
- Regularly review non-conformance reports generated by the Quality Control Department, and offer support and guidance where appropriate
- Support the Sales team during the pre-bid stage on opportunities by identifying and evaluating project risks
- Take full responsibility for the actions of the project team and the project's performance
- Exercise influence, control, and authority to ensure timely decision making in managing issues, risks, change and project performance
- Pursue best in class quality in our project deliverables, communications, and services to both our external and internal project stakeholders

- Create an environment which is solution oriented, that adapts to the project needs and where communication and transparency is encouraged
- Be fiscally responsible for the project budget as such demonstrate a strong command and understanding of the projects financials and investigate and flag issues when they arise
- Some travel throughout Ontario, Canada, to support projects may be required
- Attend weekly team meetings at assigned business locations
- Other duties as assigned by Manager

Qualifications:

- Post-secondary education in business, construction, engineering, or technology programs or equivalent related work experience in a related sector
- 5-10 years of relevant project management experience
- Strong communication and interpersonal skills, strong customer service orientation
- Proficient in English, verbal and written
- Strong decision making skills with the ability to organize, plan and prioritize tasks
- Discretion, sensitivity, and confidentiality
- Proficient in Microsoft Office programs, Adobe and Smartsheet
- Valid class G-Driver's License with a reliable vehicle and clean drivers abstract
- Willingness to obtain additional safety training and certifications base on needs of business
- Broad technical background and strong technical aptitude (i.e., conversant with construction drawings, specifications, codes, procedures, and standards)
- Construction and Precast experience considered an asset.
- Proficient in Critical Path Method Scheduling
- Strong organizational and planning skills
- Excellent written and verbal communication skills
- Attention to detail and problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work.
- Other duties as assigned by manager

Mental Efforts:

- Able to sustain attention through the day to ensure safety and quality standards are met
- Word processing and data entry
- Maintaining focus while performing simple and repetitive tasks
- Interpreting and judging the correctness of information

Physical Efforts:

- Some alternating between walking, sitting, and standing
- Lifting light-weight objects
- Intermittent typing

Working Conditions:

- Some noise in the environment, potentially disrupting focus
- Some work to be completed in a temperature-controlled office environment

Please forward your expression of interest with a resume and cover letter outlining your qualifications to smccann@faddiscanada.ca no later than Friday December 13, 2024.