



Electrical Project Manager

Alliance Engineering has been providing mechanical and electrical design and construction services in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement. We thrive for teamwork and offer various corporate events: Summer BBQ, Friday lunches, team building activities and more!

Reporting to the Electrical Operations Manager, the Electrical Project Manager position is best suited for someone with experience and/or knowledge in the Industrial/Commercial/Institutional (ICI) or high-rise residential sectors. The successful candidate will have excellent communication skills and be organized, quick to learn and eager to grow within the organization.

Responsibilities

- Fulfilling all project management requirements as identified within the Alliance Procedural Guidelines and under the supervision of the Electrical Operations Manager;
- setting up all new projects when assigned within the Procore project management system;
- creating, managing, and updating the project budget;
- creating, managing, and updating the required project construction schedules;
- timely and accurate preparation of all project invoices and progress billing applications in accordance with the Alliance accounting procedures;
- completing all project procurement requirements;
- managing all project quality assurance requirements including shop drawing submittals and reviews;
- communicating all required project related correspondence with vendors, suppliers and field supervision and labour resources;
- providing detailed pricing of CCNs as per project requirements using our estimating software;
- supporting the Director of Finance in managing the cash flow and forecasting on assigned projects;
- attending bi-weekly internal construction meetings as scheduled by the Director of Construction;
- coordinating and managing all assigned project requirements and responsibilities required of the Project Coordinator;
- assisting Junior Project Managers when required;
- attending training programs/seminars as directed by the corporation;
- managing and maintaining client relationships;
- providing estimating and proposal development support when required;
- always representing Alliance in a professional manner, and
- attending site meetings as required.

Qualifications

- Minimum 2 year experience as Project Manager
- A bachelor's degree or college degree in the construction field, such as construction management, construction science, electrical engineering etc. or equivalent trade experience or experience as a Project Manager
- Proven knowledge or experience in the construction industry, especially ICI building electrical
- Prior experience with ProCore and a digital estimating software (ex. Trimble Estimation) is an asset
- Proficiency to read and understand construction documents such as drawings and equipment specs

- In depth understanding of the construction process and the timing of activities
- Excellent communication skills (both oral and written)
- Ability to multi-task and great organizational skills
- Detail oriented, ability to show initiative and take responsibility
- Proficient with MS Excel and Word
- **Must be eligible to obtain a Reliability Security Clearance**

Benefits

- Permanent/Full-time
- Salary range: \$85,000 to \$100,000 – based on experience
- 2 weeks vacation + 4 extra bonus Fridays
- Health & Dental Benefits after 3 months employment
- RRSP plan after 6 months probation
- Profit sharing bonus potential after 6 months probation
- Free parking