



## Project Manager, Property Management

We are seeking an exceptional Project Manager to support Regional Group by supervising a wide range of construction/tenant fit-up projects from start to finish, on time and on budget.

### About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

### About the role

The Project Manager will:

- Plan, schedule, organize, direct, control and evaluate construction projects from start to finish according to scope, schedule, and budget.
- Handle project administration, including cost control, schedule control and change order administration.
- Prepare and submit construction project budget estimates.
- Plan and prepare construction schedules and milestones, and monitor progress against project baseline.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Develop and implement quality control programs.
- Prepare progress reports and issue progress schedules to clients.
- Hire and supervise the activities of subcontractors, consultants, and engineers.
- Ensure health, wellness and safety best practices are followed.



## About you

You have:

- A Certified Project Management Professional designation or equivalent training;
- The ability to multi-task and prioritize according to deadlines; and
- Experience with the following:
  - Budgeting and costing;
  - Procurement and contract negotiation;
  - Stakeholder management;
  - Risk management; and
  - Project implementation and closure.

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: [recruiting@regionalgroup.com](mailto:recruiting@regionalgroup.com).

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.