

PROJECT MANAGER



Edon Management has an exciting new opportunity for a Project Manager based in Edmonton. If you are seeking a career in the project management profession, enjoy working in a team environment, and have experience managing small to medium sized projects, then you may be the perfect candidate for this role! To learn more visit www.edonmgmt.com.

Here's what's waiting for you...

As a Project Manager, you will oversee projects to completion, including developing project scope and specifications, and completing invoicing. An important aspect of this position involves relationship building and interacting with clients, subcontractors and Edon team members on a daily basis; as a result, the successful candidate must possess strong communication skills.

Competitive Compensation Package includes:

Full-time, weekday hours	Family Health & Dental Benefits	Cellphone Allowance
Development Opportunities	Employee RRSP Program	Mileage Reimbursement

Here's how you'll make a difference...

Major Responsibilities

- Complete assigned projects (including tenant improvements, landlord related works, capital works and building renovations) on time, on budget and on spec
- Coordinate all resources and stakeholders, set project deadlines, assign responsibilities and monitor project progress
- Prepare project estimates and budgets and control expenditures within the contract limits
- Maintain project management documentation as per Edon's Project Management Playbook
- Liaise with subcontractors, owners, tenants and the property management team on technical and operational matters and ensure progress is communicated to all interested parties
- Exhibit ongoing ability to prioritize and focus on the major issues

Experience & Qualifications

- Minimum two years' experience managing small to medium size projects (i.e. \$50K-\$750K), including major maintenance projects and tenant improvements
- Certificate or diploma in Project Management that has led to a CAPM designation
- Project Management Professional (PMP) certification an asset
- Experience with the budgeting and operations of the construction process
- Proficient knowledge of MS Project, Word and Excel
- Ability to direct staff and subcontractors to efficiently deliver on project expectations and timelines
- Strong communication skills, demonstrated in written, verbal, report writing and meeting facilitation

A detailed job description can be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 7E11072017 in the subject line

Fax your resume to 403-259-8851 with a cover page stating Job No. 7E11072017

All resumes will be considered but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.