



Project Manager – ICI and Retail Construction

Established in 1989, Terlin has become a leader and innovator in full-service construction for retail, commercial, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom Millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of interior construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, tradespeople, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a full-time, experienced, and dynamic **Project Manager** with retail, institutional, commercial, and institutional construction experience to join our team. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Salary Range: \$110,000 - \$130,000

Responsibilities

As a Project Manager, you will be responsible for building business success by identifying, qualifying, establishing, planning, implementing, maintaining, and coordinating retail/ ICI construction projects within the decided-upon budget, timeline, and scope. The functions include business development, cost estimation, organizing and planning, as well as preparing close out and reporting documents, all while collaborating with sub-contractors and colleagues to ensure the successful delivery of projects.

Specifically, the Project Manager will be responsible for:

- Developing comprehensive project plans including schedules, budgets, and resource allocation.
- Assembling, leading, and delegating to a team of professionals, including architects, engineers, contractors, and subcontractors.
- Contract administration.
- Managing project fees, invoicing, schedules, execution, deliverables, and the quality of the projects during design and construction.
- Monitoring project budgets, tracking expenses, and making adjustments as needed to ensure projects stay within budgetary constraints.
- Identification of risk and associated mitigation strategies to minimize project disruptions and cost overruns.

- Reviewing project documents (drawings, specifications, RFI's, etc.) and evaluating the completeness for the respective phase of design and/or construction.
- Implementing and enforcing quality control processes to ensure that construction work meets industry standards and client expectations.
- Evaluating requested changes and managing the change process.
- Project reporting and updating relevant stakeholders / team members on project progress.
- Prioritizing and enforcing safety protocols to protect the well-being of all personnel on construction sites.
- Identifying business opportunities with current and prospective customers and by researching the industry and market trends.
- Procuring and executing a portfolio of projects ranging from multiple small projects to major site improvements.
- Collaborating with the Finance department as it relates to budgets, expenses, and profits as well as detecting cost-related issues.
- Coaching and supporting project team members with assigned tasks.

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude and a vast knowledge of construction and trades.

Qualifications

- Minimum seven (7) years of construction industry project management involving retail and ICI works.
- Base building construction experience.
- Strong business acumen as it relates to full project management including conceptual / detailed estimating, scheduling, cost controls, reporting, and demonstrated ability to manage budgets and schedules within project expectations.
- Ability to recognize issues as challenges and the capacity to work well under pressure.
- Professional and diplomatic.
- Strong leadership, communication, and interpersonal skills are critical for managing and leading diverse cross-functional teams.
- Ability and willingness to travel periodically.
- Knowledge of Canadian Building Code.
- Excellent time management and computer skills.



- Ability to motivate, think outside the box when needed, and willingness to adapt to new concepts.
- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.
- Bilingual (English and French) would be considered an asset.
- Proficiency in construction software (Procore) and scheduling tools (MS Project) would be considered a significant asset.
- PMP Designation is an asset.
- A valid driver's license is required.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their **comprehensive benefits package** is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with **RRSP** matching and **profit sharing**.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

We thank all applicants for their interest; however, only those qualified will be contacted for an interview. During the screening process, AI may be used, but final hiring decisions will be made by a human.