



## JOB POSTING

**Job Title:** Project Manager  
**Location:** Montreal  
**Reports to:** Director of Construction

### SUMMARY:

The Project Manager is responsible for the management of all projects from concept to completion. The position manages the project team (consultants, contractors, tenant representatives) to ensure FCR standards are met and that the budget and schedules are achieved.

### PRIMARY RESPONSIBILITIES:

- Coordination of general contractors, consultants and other primary parties involved in development ensuring critical timelines are met
- Preparation and monitoring of budgets to ensure projects are efficiently managed
- Ensuring proper construction practices are being followed including LEED and safety compliance
- Manage the design team and requirements for development and construction projects
- Coordinate tenant requirements for Landlord's Work and monitor tenant fitups with Leasing Managers
- Review quotes and estimates from contractors and provide other support for development projects

### KNOWLEDGE, EXPERIENCE & SKILLS

#### **Required level of education and job-related of experience:**

- College or university graduate in technical field with at least 5 years experience in project management

#### **Specific Skills:**

- Excellent communication and interpersonal skills, including leadership qualities
- Computer literate in Microsoft Word, Excel & Project
- Thorough knowledge of construction and building systems
- Innovative problem solving abilities
- Works well with others
- Ability to multitask and function with minimal supervision

#### **Required Licenses or Professional Accreditation:**

- Certified Engineering Technician or Technologist, or other industry accreditation

Excellent compensation commensurate with experience and full benefit package.

Please apply to [human.resources@firstcapitalrealty.ca](mailto:human.resources@firstcapitalrealty.ca)