



Job description Project Manager

Brief description of the position

Nordmec Construction Inc. is presently looking for an experienced Project Manager for its offices located in either Mont-Tremblant or Laval.

The Nordmec Group specializes in construction and operates in the fields of process mechanics, industrial mechanics, industrial plumbing in the agri-food sector, mechanical maintenance and industrial plumbing in the agri-food sector, mechanical and industrial maintenance and in the construction of civil engineering projects.

Under the responsibility of project managers, the project manager plans, organizes and coordinates the execution of the work in order to respect the execution schedule, plans and specifications, according to the current standards and regulations, while respecting the budgets. He (she) must display a great deal of autonomy, leadership, be a good communicator and be resourceful in solving the problems he (she) will face.

Job Description

The Project Manager's main duties and responsibilities within the company are as follows:

- Coordinate the project internally (bidding/execution).
- Plan and monitor the progress of the work (schedules).
- Create, plan, supervise and carry out the assembly of project files.
- Prepare budgets, purchase orders, subcontracts.
- Analyze and compare plans and specifications issued for bidding versus issued for construction.
- Interpret, understand and respect plans and specifications.
- Interpret, understand and comply with plans and specifications.
- Visit job sites and develop contracting strategies.
- Plan materials and purchases specific to the job site.
- Prepare, negotiate and approve all documents related to the projects (notices of changes, deficiencies).
- Prepare, negotiate and approve all project related documents (change orders, deficiencies, invoices, CIP, delivery memos, shop drawings, etc.).
- Plan, coordinate and schedule subcontractors and construction phases.
- Process and approve invoices from suppliers and subcontractors on the project.
- Analyze the progress of the work, quantify the bills of lading, make the payment requests and follow up on them.
- Analyze and respect the costs and progress of projects.
- Monitor and verify compliance with applicable standards and laws (permits, subcontractors
- Provisional acceptance and end of contract).
- Finalize the administrative aspects of projects.



Required Knowledge

- University degree with a bachelor's degree in mechanical engineering.
- Have 3 to 5 years of relevant experience.
- WHMIS 2015 completed.
- Intermediate level of oral and written French. Elementary level of oral and written English.
- Good knowledge of "Office Suite" and "MS Project".
- Knowledge of Autocad, Civil 3D and Geomensura would be an asset.

Skills

- Have a good sense of organization and responsibility, be rigorous and autonomous.
- Good ability to work in a team environment.
- Leadership and initiative.
- Good management of priorities.
- Good communicator.
- Ability to negotiate.
- Good sense of adaptation to change.