Project Manager,
Ottawa, ON

Since 1975, Holmes + Brakel has been delivering unparalleled value in the furniture industry. Specializing in offices and workplaces, we offer a full suite of services that encompasses design, sourcing, and installation. Our success would be impossible without our unwavering customer focus; as a family business, we've been able to maintain that since we first started out.

Thanks to our success, we're looking for a new **Project Manager** with excellent attention to detail to join our growing team in Ottawa, ON.

Project Manager

As our new **Project Manager**, you'll oversee 4 to 5 projects at a time, depending on their size. You'll work on anything from a small office requirement to an entirely new office space for our clients. You'll manage these projects from the initial request to the final completion.

You'll take ownership over the entire process, delays or issues, and the outcome of the projects. We'll look to you to ensure that project deliverables are completed on time to our standards, and to work with other team members as needed to achieve client satisfaction and company profit targets.

Practically speaking, here are some tasks that will keep you busy day-to-day:

- Participate in RFP and RFI responses, work with internal teams to secure new projects, and develop project execution plans
- Develop and update project schedules, adhere to these schedules, keep all parties informed of delays or changes in schedules, and provide performance reports for quality, cost forecast, and scheduling
- Ensure the project adheres to the client's design intent as closely as possible, while remaining on budget, on schedule and without affecting the quality
- Provide technical expertise to the internal team, end-users, architect/design firms and general contractors from concept development through final stages
- Interface with members of internal/external project teams, client representatives, consultants, and trade contractors (Electricians, AV, millwork, etc.)
- Attend site meetings to discuss product capabilities and limitations, as well as assist with explaining site, loading and schedule requirements

Your ability to work collaboratively within our teams and with engineers, designers, and subtrades will serve you well in this client and contractor-facing role. You'll use your excellent interpersonal communication skills to build strong relationships with our clients.

You'll also be served well by your ability to plan, organize, and foresee potential risks or issues and determine how to proactively avoid or manage these risks. You'll trust your instincts and decision-making skills, but you'll also be flexible and adapt to changes.

Working with Holmes + Brakel

This is a full-time, permanent position, from Monday to Friday working out of our Ottawa office. You'll receive a competitive starting, commensurate with experience. You'll also have access to a benefits program, as well as paid vacation.

While we've experienced some great success over the years, we've stayed true to our roots as a family business. Our employees love it here, and stay with us for a long time.

Qualifications

- 3 years experience in project management, in construction or office furniture
- Experience managing project budgets and creating project schedules
- Knowledge of cost change management, construction laws, and building codes
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel) and any program used to modify, update, or edit PDF documents (e.g., Adobe Acrobat)
- Valid driver's license and access to your own vehicle
- Experience with any project management program is an asset
- Post-secondary degree or diploma in construction management or a related discipline

Holmes + Brakel is an equal opportunity employer. If chosen to participate in the interview process, reasonable accommodations are available upon request. We will consult with the applicant to provide or arrange suitable accommodation in the manner that takes into account the applicant's accessibility needs.