



## **Holmes + Brakel Project Manager, Architectural Interiors**

Since 1975, Holmes + Brakel has been delivering unparalleled value in the furniture industry. Specializing in innovative workplaces for corporate, healthcare and education vertical markets, 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 have been able to maintain that since we first started out.

Thanks to our success, we're looking for a Project Manager, Architectural Interiors with excellent attention to detail to join our growing team.

It takes a lot of work to bring an idea from conception through to a finished product and keep things running smoothly along the way. Especially when that initial idea ranges from workstations, ancillary products and private offices to everything in between, to create unique office spaces that are often integrating with general contractors on large new construction projects.

This is the kind of challenge you love.

You're looking to bring your project management experience to a company offering autonomy, professional growth and the opportunity to take ownership over large projects.

### **Project Manager, Architectural Interiors:**

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

You will take ownership over the entire process, schedules, evaluations of risk, and the outcome of the projects. We will 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, identify tasks and resources, 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 project completion



- Interact and communicate with members of internal/external project teams, client representatives, consultants, and trade contractors (Electricians, AV, millwork, etc.)
- Attend site meetings to discuss project and product capabilities, concerns and/or limitations, as well as assist with explaining site, product 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 will also be served well by your ability to plan, organize, and identify potential risks or issues and determine how to proactively avoid or manage these risks. You will trust your instincts and decision-making skills, but you'll also be flexible and adapt to changes.

#### **Qualifications:**

- Experience in project management, in construction or similar
- In-depth knowledge of or experience in the construction industry, including building materials, construction specifications, methods and procedures, safety, and quality management practices
- 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 engineering, construction management or a related discipline

#### **Working with Holmes + Brakel:**

This is a full-time, permanent position, from Monday to Friday working out of our Pickering office. You will receive a competitive salary, commensurate with your experience, have access to benefits program, and paid vacation.

We are a great company built by great people. Our employees are the heart and soul of our company. We are creative, resourceful and accountable. We have built a culture where everyone is empowered at all levels to solve problems before they become obstacles.