



Project Manager October 2014

Overview:

CentreCourt Development is a leader in the development of high-rise condominiums in the downtown core of Toronto. CentreCourt is currently developing 5 major high-rise residential condominium projects – Peter Street Condominiums, Karma Condominiums, INDX Condominiums, Core Condominiums and 175 Dundas Street East. These developments comprise approximately 2,500 condominium units and 1 billion dollars in development value. Furthermore, CentreCourt has been behind the most successful condo project launches in each of 2011, 2012 and 2014.

We are in search of an exceptional *Project Manager* to join our team and manage various aspects of development and construction. The *Project Manager* will be exposed to all facets of the development and construction process and will quickly become directly responsible for managing critical aspects of the job. Through swift success, the *Project Manager* will have the opportunity to be in a position of significant responsibility within a very short period of time. Due to CentreCourt Developments meritocratic and open culture, success is measured completely by one's own ideas, talents and abilities.

The *Project Manager* will be responsible for achieving excellent outcomes through experience, planning and collaboration with internal and external stakeholders. As a *Project Manager*, you will work within a flat management team to proactively manage all aspects of the construction process. From day one, you will be expected to act like an owner and take on significant management responsibilities:

It is envisioned that a successful Project Manager will have the long-term ability to work on more developments and grow into a more senior role within the CentreCourt Developments.

We encourage every candidate to carefully review our Corporate Principles (<http://centrecourtdevelopments.com/philosophy>), which are the principles that we believe are critical to operating a successful real estate development organization

Key Responsibilities:

- Work closely with senior management on all aspects of project construction with a view to completing the project on time, on budget and in accordance with quality control standards
- Review and manage the construction schedule in conjunction with the construction management team
- Review all contract drawings and specifications for completeness and coordination and ensure that the building is built in accordance with these documents
- Review full trade scopes and tender documents in conjunction with the construction management team
- Monitor the project's material and labour costs and ensure accurate reporting is being completed
- Attend and contribute at project meetings with consultants, trades and/or the construction management team
- Ensure trade activities are undertaken in an organized fashion and work is completed in time for scheduled occupancies and commissioning of the project
- Advise fellow team members of potential problems, work interferences or schedule difficulties while assisting in circumventing/resolving such conflicts
- Maintain excellent relationships with trade contractors on-site, architects and consultants
- Ensure comprehensive project close-out



The Ideal Candidate:

- Between 3 to 6 years of work experience in the high-rise residential or commercial development industry
- Educational and experience requirements include an engineering or architecture degree
- Excellent and effective oral communication and presentation skills
- Excellent and effective written communication skills
- Very strong work ethic with the flexibility to routinely work outside of core hours as required
- High level of proficiency in Microsoft Word, Excel, Project and Outlook
- Strong organizational and planning skills with prioritizing and multi-tasking abilities to meet time sensitive deadlines
- Thorough understanding of industry best practices, processes, standards etc. and their impact on construction projects
- Foresight to predict problems before they develop
- Ability to grow into a leadership role
- Entrepreneurial self-starter with an ability to work independently and synergistically in a lean and horizontal team structure
- Advanced knowledge of various construction disciplines, safety regulations, scheduling, cost control, quality control, engineering drawings and other documents
- Ability to assume responsibility, interface and have superior communication and interpersonal skills essential
- Enthusiasm for challenge and new initiatives

Other Details:

- Start date: As soon as possible
- Job location: Downtown Toronto
- Salary: TBD

Any interested candidates should send their resume to svirani@centrecourtdevelopments.com . CentreCourt Developments thanks all applicants for their interest, however only those selected for an interview will be contacted.