



For over 20 years BLT has been providing construction and design build services in the retail, restaurant and hospitality sector and have built a reputation as being a leader in these sectors. We take pride in our long history of delivering successful projects, strong relationships with high performing vendors, executing some award winning projects in partnership with our clients and consultants. We operate offices in Toronto, Vancouver and now have plans of opening an office in eastern Canada.

At BLT our culture is built around our people. We believe in creating an environment where individuals are motivated and empowered to develop into leaders. We are constantly on the look out for individuals who are **curious, willing to learn, be mentored** and bring a variety of skills and knowledge from diverse backgrounds. We provide our people a disciplined professional development and training program with the goal of developing leaders that will represent our brand with pride. This is what sets us apart from our competition.

If you are looking for an exciting career, working with the best team members, leaders, consultants and most innovative clients in the industry – BLT is the company for you. We have a number of openings in the Toronto and Vancouver market. We are looking for bright professional individuals who are not afraid of being the face of BLT with clients, executing some of the most challenging projects from the retail, restaurant and hospitality sectors.

Position title: PROJECT MANAGER + SR. PROJECT MANAGER (Toronto and Vancouver)

Position Reports to: General Manager / VP of Operations

Duties: Coordinate all aspects of construction projects assigned both as Construction Manager and General Contractor. This position is a pre-requisite for director level positions. Training and mentoring is available for those interested in this career path.

Competencies: Able to provide exceptional management for projects. Ability and skills required to lead a team effectively. Strong communication skills and the ability to communicate effectively with employees at all levels of the organization. Ability to work in and support a strong team concept but have the ability and insight to work independently. Be "Results oriented". Managing projects of varying complexity in the institutional, retail and/or hospitality sectors. Knowledge and understanding of building process, costs and scheduling

Primary Functions, Responsibilities and Duties:

- Plan a construction project and prepare a construction schedule in conjunction with the Superintendent
- Process contract drawings and specifications and make sure that the building is built in accordance with these documents
- Prepare estimate documentation and execute the "bid" process with designated sub trades
- Meet with Owners, Architects and all other project consultants
- Ensure payment in full for the contract price including all accumulative changes and credits, etc
- Prepare regular, timely and accurate billings for Owners, a project's material and labour costs and ensure accurate quality reporting is being conducted
- Have the ability to read, interpret, analyze and forecast a project's cost reports, schedule and costing
- Conduct project meetings, pre-construction, construction site weekly site meetings and post construction meeting. Maintain and report meeting minutes and monitor individual task completion dates
- Co-ordinate, manage and communicate with all subcontractors and effectively deal with problems such as delivery, labour, schedule and payment disputes
- Manage and maintain BLT's Corporate Health and Safety Policies on all Job sites Ensure sub trades adhere to the safety requirements set out by the Ministry of Labour and BLT's policies
- Maintain a good working knowledge of trade unions, their agreements and stipulations
- Manage the financial aspects of the project as it relates to BLT billing and expenses with the internal accounting team
- On Site Management as the schedule requires to complete the project