



Project Manager - Edmonton

The Company

Working with one of the oldest names in the industry (1911), Alberta Glass re-launched the brand in 1994 and has been providing a full range of glass, aluminum, and glazing services ever since.

The Opportunity

Alberta Glass, the industry leader in commercial glazing and aluminum in Alberta, is currently seeking an experienced Project Manager to be directly responsible for the planning, management and execution of assigned projects and meeting the required schedule, quality, profit and client satisfaction objectives. We are seeking a resourceful and confident person who can provide personal leadership to create positive and productive relationships with all stakeholders to maximize department performance results and achieve company objectives.

Our Belief

Corporately, we believe in safety, quality of work, workplace timeliness and superior skill sets. It is our people who are the key to our success. Alberta Glass is not successful because of one individual, but because of our collective intelligence, a team of people working together, exploring new ideas and implementing action plans.

Reporting to the Branch Manager you will:

- Willingness to travel as we expand to other provinces and territories
- Strong business acumen
- Responsible for scheduling, project progress, change notices and requests
- Receives and actions assigned projects
- Identifies and assesses the risk
- Determines key products/suppliers and glazing systems to be utilized for the project
- Advises Design & Drafting of details and direction
- Directs Project Coordinators to prepare and procure required materials
- Reviews monthly job cost reports. Plans remedial actions as required
- Assists Site Foremen with the management of site manpower
- Establishes a culture of customer satisfaction
- Increase field technician productivity and safety at all times
- Participate and lead scheduled meetings with all stakeholders
- Review, code, and authorize invoices and employee timecards
- Build collaborative relationships with all members of the employee team

Education and Experience

- Construction Engineering Technology (CET) graduate with 3 yrs. Project Manager experience
- Ability to read and understand architectural drawings
- Effective time management, planning and organizing skills in a fast-paced environment
- Excellent oral and written communication skills
- Ability to communicate effectively
- Keen attention to detail
- Track record of follow through to achieved results
- Computer skills with MS Office Suite, MS Project, LogiKal & Jonas (or similar accounting software)

- Understanding of aluminum curtain walls, glazing systems, skylights, commercial construction and fabrication is essential
- Construction management training, Gold Seal certification, ACAD and hands-on glazier experience are distinct advantages

**Apply, with resume, to:
resumes@albertaglass.com**

Alberta Glass reserves the right to close the posting earlier than the closing date should a suitable candidate be found. Alberta Glass is an Equal Opportunity Employer and only those who qualify and are selected will be contacted for an interview.

The above statements are intended to describe the general nature and level of work being performed by incumbents for this position. These statements are not to be construed as an all-inclusive list of all the responsibilities, duties and skills required of personnel so classified. The position profile may be changed at the discretion of the incumbent's manager and to meet business requirements.
