



Glazier Project Manager/Coordinator - Edmonton

Alberta Glass continues to grow as a premier Glass & Glazing Contractor in Western Canada. Building Long Term is one of AG's core values. This means building lasting relationships with our customers, creating rewarding careers for our employees, and investing in the future of our industry. Our team members have an average length of service of 10+ years. Many of our leaders started their careers on the tools before advancing into supervisory and management roles.

Reporting to the Branch Manager and in collaboration with the Project Management team you will:

- Manage glass & glazing construction projects from \$50k to \$1mm+
- Strong business acumen and troubleshooting skills
- Responsible for creating job cost reports, billing forecasts, schedules, monitoring project progress, and processing/pricing change notices and requests
- Determines key products, suppliers and glazing systems to be utilized for the project
- Advises Design & Drafting of details and direction
- Prepare material lists, lead times and procurement of project materials
- Prepare monthly progress claims, monitor monthly job cost reports and plan remedial actions as required
- Assists Site Superintendent and Foremen with the management of site manpower
- Maintains a culture of customer satisfaction
- Promotes field technician productivity and safety at all times
- Participate and lead scheduled meetings with all stakeholders
- Review, code, and authorize supplier invoices and employee timecards
- Build collaborative relationships with all members of the employee team

Education and Experience

- Minimum 3 yrs. Project Manager or Coordinator experience in the glazing industry
- Construction Engineering Technology (CET) graduate or similar is an asset.
- Ability to read and understand architectural drawings
- Effective time management, planning and organizing skills in a fast-paced environment
- Effective oral and written communication skills
- Keen attention to detail, data management, and record keeping
- Competency and understanding of aluminum curtain walls, glazing systems, skylights, commercial construction and fabrication is essential
- Computer skills with MS Office Suite, MS Project, & Jonas (or similar accounting software)
- 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 this position. These statements are not to be construed as an all-inclusive list of the responsibilities, duties and skills required.