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## Project Manager

### About Cape

The Cape Group is a three-generation, family run, fully stacked, and vertically integrated real estate and development company, operating since 1956. With more than 60 years of experience, we are known within the industry as a group you can count on. We develop high-quality projects that complement the vibrancy of neighbourhoods, whether it is working with landowners, institutions, or home buyers, we listen and deliver. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

### The Opportunity

As the Project Manager you will be responsible for leading projects from inception to completion working collaboratively with Estimating, Project Coordination, Site Supervision, Clients and Trade partners; responsible for ensuring quality work and client satisfaction. In addition, as the Project Manager you will be responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with the specifications.

### Responsibilities

- Demonstrated leadership in health, safety and environmental protection.
- Comply with and effectively implement Cape's Safety Program to ensure safety and environmental standards are met or exceeded.
- Develop and monitor the project budget as well as review trade billing and cost allocations.
- Develops and maintains construction schedule in conjunction with project team to meet milestones and completion dates.
- Ensures that projects are built according to approved plans, specifications, shop drawings and applicable building codes and that quality standards are maintained.
- Maintains, tracks and reports all financial aspects of project including cost projections and billings.
- Tendering, negotiating and preparation of trade contracts and purchase agreements and correct linkage to project budget/estimate.
- Manage, monitor and correct project construction to ensure compliance with the construction schedule, budget and contract.
- Identify, log, and prepare formal notice of construction cost and delay claims, ensuring compliance with contract documents.
- Ensure timely project closeout and occupancy of the project.
- Provides strong leadership to construction team members, capitalizing on individual and group strengths to ensure successful outcomes.
- Developing and maintaining strong relationships with owners, architects, consultants, trade partners, public and government official.
- Responsible for hiring temporary workforce, orientation and training, assigning work, evaluating performance, resolving complaints and disciplinary actions. Additional responsibilities could include team development, mentorship, career coaching, understanding and supporting diversity, and group or individual motivation.

### Requirements:

- Post-Secondary Degree or Diploma in Engineering, Architecture, Building Technology, or Construction Management
- 5 to 10 years related work experience or a combination of relevant education and experience
- 3 to 5 years of experience as a Project Coordinator
- LEED AP or Gold Seal accreditation an asset

**Compensation:**

- Salary to commensurate with experience

**Next Steps:**

Employment Start Date: January 2019

Please send resume to the attention of Kirk Yuen – [yuen@cape-construction.com](mailto:yuen@cape-construction.com)

Selected candidates will be notified for an in-person interview