



**CONSTRUCTING WITH INTEGRITY**

## **PROJECT MANAGER – COMMERCIAL CONSTRUCTION PROJECTS**

Ron Eastern Construction Ltd. (“RECL”, formerly “Ron Engineering and Construction (Eastern) Ltd.”) is a leading Canadian Construction Manager, Design-Builder, and General Contractor. Since its inception in 1958, RECL and its associate companies have been involved in a diverse range of difficult and high profile projects. These projects include institutional, residential, heavy engineering, commercial, and industrial projects. RECL is an Ottawa based company and also has international experience that includes projects in the United States, the Caribbean and Israel. RECL has been involved in projects valued up to \$260 Million.

**RECL is currently seeking a Project Manager with 1-5 years of experience to join our team.**

### **Requirements:**

- A working knowledge of contracts, drawings, specifications and scopes of work;
- Good knowledge of the construction laws, labour and H&S legislation in Ontario;
- Strong computer skills (MS Excel, Word, Outlook, and Project, 3D modelling, estimating, and web based workspace platforms);
- Strong interpersonal, communication and organizational skills;
- Must be able to obtain facility access security clearance; and
- An engineering or technology degree in a related field.

### **Duties:**

- Design documentation review, preparation of tender documents, budget development and on-going cost control;
- Preparation of contract documentation;
- Scheduling;
- Providing direction to site staff to ensure the projects are in compliance, on schedule and within budget;
- Conduct project meetings and prepare minutes as required;
- Process change orders;
- Prepare progress billing requests;
- Coordinate, manage and communicate with all sub trades and effectively deal with problems such as delivery, labour, schedule and payment disputes.
- Maintain relationships with clients, owners, property management staff and trade contractors;
- Resolve and manage technical, personnel and logistical problems; and
- Ensure compliance with health and safety requirements.

**Accessibility Compliance & Feedback:** RECL will, upon request, consult with applicants with disabilities in order to determine if accommodations may be provided that are suitable and take into account applicants’ accessibility needs, where reasonable and practicable given the circumstances.

Salary Range: Commensurate with experience.

Please submit your resume with references to: [careers@recl.ca](mailto:careers@recl.ca)