



CONSTRUCTION PROJECT MANAGER

About RFA Developments:

RFA Developments is a privately owned commercial real estate development and construction management company that provides development and construction management services for RFA Capital on their portfolio of investment assets.

Job Summary

An exciting opportunity for a commercial real estate professional to work on new industrial development and construction projects. The successful candidate will be working with the development and asset management teams on new development projects across Canada. This role will require the candidate to apply their strong project management skills and expertise to assist the development and construction team with all facets of project management. The Construction Project Manager will be working directly with contractors, project consultants, clients and investor groups to facilitate and execute project delivery.

Why consider this role?

- Join an ambitious development team with exciting growth plans.
- Manage mid to large scale new development projects and capital expenditure projects in commercial properties.
- Be part of an organization that encourages full ownership of projects and exposure to the entire development cycle.
- Daily interaction with senior leadership team and external project stakeholders.
- Provide ongoing training and support for career goals.

Core Responsibilities

Development & Construction Project Management

- Assist the development manager with feasibility studies on potential development sites.

- Assist with municipal and applicable governmental requirements and approvals.
- Manage construction project budgeting and procurement.
- Leverage construction cost indexes and market data to facilitate budget and feasibility analysis.
- Contract management and negotiate with contractors, sub-contractors, suppliers, and consultants.
- Prepare and maintain detailed project schedules using MS project.
- Manage construction insurance and bonding requirements.
- Attend construction site meetings and take minute meetings.
- Change Management – CCN, CO, Review, negotiating, tracking.
- Prepare construction reports, surveys, studies to support financial projections, analyses, and budgets.
- Project delivery from concept to substantial completion and occupancy.
- Liaise with new tenants throughout the base building construction process.
- Contract close out

Consultants

- Procurement of services.
- Preparation and negotiation of consultant agreements.
- Project scope definition.
- Coordination of consultant meetings.
- Contract administration.
- Progress draws and payment reviews.

Administration

- Consultants
- Procurement of services.
- Preparation and negotiation of consultant agreements.
- Project scope definition.
- Coordination of consultant meetings.
- Contract administration.
- Progress draws and payment reviews.

Qualifications & Education

- 3-5 years' experience in commercial construction and new development projects
- Degree in Project Management, Architectural Technology, Construction Management, Engineering or similar.
- Proficient with MS Project

Requirements

- Excellent organizational skills and ability to prioritize.
- Strong interpersonal skills and the ability to clearly communicate.
- Understanding of various project delivery models – Construction management, design-bid-build, stipulated price, including industry standard contract forms
- Ability to work under pressure with tight deadlines.

If you are interested in this position, please email your resume to info@alba.ca.