



## PROJECT MANAGER

The GeoFocus Group is seeking a **Project Manager** to oversee multiple construction projects. Candidates will be responsible for a project's entirety including budgeting, organizing, planning, scheduling and relevant paperwork.

This person, at minimum, must:

- Have graduated, at a minimum, with a post-secondary education in a discipline related to construction
- Prove to have at least 5 years' experience as a Project Manager in construction
- Possess a driver's license in good standing
- Be able to travel throughout Ontario
- Oversee and be responsible for all aspects of the construction project
- Accept the leadership role of a Project Manager and implement those skills with little supervision
- Be able to show excellent knowledge of construction terms, processes and methods
- Have excellent time management skills and be responsible for several projects at one time
- Have a complete understanding and ability to read and implement project drawings and specifications
- Possess strong technology skills and be able to use modern technology
- Show competence with various Project Management software programs and MS Office products
- Be willing to adapt to existing protocol and procedures
- Work closely with the Accounting Department to produce project billings
- Understand, negotiate and award subcontracts
- Show competence, resistance and professionalism with conflict resolution
- Meet and conduct discussions with owners, engineers and other project team members with the utmost respect and professionalism
- Conduct site tours, safety inspections and lead by example to ensure policies, procedures and standards are adhered to
- Chair and minute owner's/ owner's reps meetings as well as consultant meetings
- Oversee project closeouts and other administrative documents
- Liaise/coordinate with municipalities and utility companies
- Be able to "think outside the box" with respect to construction practices, be proactive instead of reactive and resolve issues efficiently and effectively

Interested candidates should send their cover letter, resume and list of references to: [info@thegeofocusgroup.com](mailto:info@thegeofocusgroup.com).

**The GeoFocus Group is a proud member of:**

Building Industry and Land Development Association  
Canadian Condominium Institute  
Institute of Inspection, Cleaning and Restoration  
The Indoor Air Quality Association

**The GeoFocus Group**  
**www.TheGeoFocusGroup.com**  
**Dedicated To Honesty, Integrity And Dependability**



## **PROJECT MANAGER**

**NOTE: The above job description is not all-inclusive but rather highlights some important duties. Each candidate, upon employment, may perform other related duties as required to meet the ongoing needs of The GeoFocus Group.**

**The GeoFocus Group is a proud member of:**

Building Industry and Land Development Association  
Canadian Condominium Institute  
Institute of Inspection, Cleaning and Restoration  
The Indoor Air Quality Association

**The GeoFocus Group**  
**[www.TheGeoFocusGroup.com](http://www.TheGeoFocusGroup.com)**  
**Dedicated To Honesty, Integrity And Dependability**