

PROJECT MANAGER

MULTI-FAMILY RESIDENTIAL CONSTRUCTION // CALGARY, AB

AT UNITII, WE'RE MORE THAN JUST REAL ESTATE INVESTORS AND DEVELOPERS — We create vibrant communities where people thrive. As a fully integrated investor and developer in Western Canada, we deliver seamless real estate experiences from concept to completion. We prioritize quality, sustainability, and exceptional design to create spaces that inspire, connect, and cultivate a true sense of community.

We're not just about constructing buildings; we're about constructing the future. With a strong emphasis on community development, sustainability, and innovation, we are proud to be at the forefront of transforming how people experience modern living. Join us in our mission to create lasting, positive impact on the communities we serve

WHAT YOU WILL DO

WE ARE SEEKING AN EXPERIENCED, PROACTIVE AND DETAIL-ORIENTED PROJECT MANAGER to lead multi-family residential construction projects. This is an exciting opportunity to join a dynamic team focused on delivering high-quality developments on time and within budget. You'll collaborate with architects, engineers, contractors, and internal Unitii teams to bring projects to life, ensuring operational excellence and client satisfaction.

OPERATIONAL RESPONSIBILITIES

01 SAFETY LEADERSHIP

- Champion a culture of safety to achieve accident-free worksites.
- Ensure compliance with safety policies, procedures, and industry standards.
- Complete safety reporting, including monthly and quarterly inspections.
- Develop and execute a comprehensive Construction Management Plan, including site safety logistics.

02 PROJECT EXECUTION

- Lead project teams to ensure clarity of accountabilities and proper execution.
- Participation in the mandatory startup/handoff meeting from preconstruction to the operations team to ensure continuity of how the project was planned, estimated, and should be executed to ensure alignment.
- Review project progress weekly with the Site Supervisor and Project Coordinator, focusing on potential issues that could impact the project.
- Ensure compliance with Unitii's Authority Matrix by being aware of and spending within the defined limits of my position.

03 CLIENT & STAKEHOLDER RELATIONSHIPS

- Build and maintain strong relationships with clients, providing updates on budget, timelines, addressing concerns and ensuring client satisfaction.
- Maintain successful relationships with consultants, sub-trades, and suppliers to ensure quality builds.

04 PROJECT MANAGEMENT & OVERSIGHT

- Manage project schedules, ensuring they are realistic and achievable.
- Ensure ongoing projects have accurate forecasted costs and that quality standards are consistently met.
- Develop and execute detailed project construction schedules, including weekly updates.
- Ensure compliance with building codes, regulations, and construction site safety.
- Ensure quality standards are met throughout the project lifecycle, ensuring that the final product aligns with client expectations and Unitii's specifications.
- Ensure project documentation, including written notices, is delivered according to contractual requirements, in conjunction with the Construction Manager.
- Prepare and deliver comprehensive monthly internal reports for WIP meetings, and conduct post-mortem project reviews to evaluate project performance, identify lessons learned, and implement improvements for future projects.

FINANCIAL MANAGEMENT

01 BUDGET DEVELOPMENT & MANAGEMENT

- Develop and manage project budgets, ensuring timely communication of any changes to the Construction Manager.
- Work with the preconstruction team to create Class B and Class A budgets for new projects.
- Assist in creating competitive budgets for new projects by leveraging expertise, sourcing subtrades and suppliers, identifying cost-saving opportunities, and conducting thorough budget reviews.

02 COST FORECASTING & REPORTING

- Complete draft cost reports according to the PM Calendar Schedule each month, and finalize the monthly project report, including cost reports, cash flow forecasts, updated schedules, risk registers, labor hours reports, and subcontracts-by-job reports for forecast meetings.

03 INVOICE & PAYMENT MANAGEMENT

- Ensure timely and accurate submission of claim invoices, including holdbacks, per the terms of the Prime Contract.
- Manage the receipt of client payments, ensuring full and timely payment and addressing any shortfalls with the Construction Manager.



RISK & COMPLIANCE MANAGEMENT

01 RISK IDENTIFICATION & MITIGATION

- Identify and address risks related to safety, finances, and legal issues, ensuring project continuity and success.

02 PROJECT CLOSEOUT

- Manage project occupancy requirements, commissioning, and Integrated Systems Testing (IST).
- Obtain occupancy permits, ensuring smooth project closeout and meeting all regulatory requirements.
- Secure client sign-off by delivering completed projects and components as per the agreed terms.

03 WARRANTY & HR SUPPORT

- Oversee Unitii's warranty responsibilities, ensuring subtrades complete tasks within prescribed timelines.
- Collaborate with the Construction Manager to staff and manage HR functions for assigned projects.

CONTINUOUS IMPROVEMENT & TEAM DEVELOPMENT

01 TEAM DEVELOPMENT

- Encourage team participation in training initiatives to support continuous improvement, process standardization, and operational excellence.

02 INDUSTRY AWARENESS

- Stay updated on industry trends, market conditions, and construction innovations. Propose necessary changes to operational or business strategies.

NETWORKING AND BUSINESS DEVELOPMENT

- Represent Unitii at social and networking events.
- Support business development efforts by attending meetings to secure new business opportunities.

QUALIFICATIONS

EDUCATION // Bachelor's degree in construction management, engineering, business, or a related field (or equivalent experience).

EXPERIENCE // Proven experience in Construction Project Management is preferred.

KNOWLEDGE // Understanding of construction processes, materials, regulatory requirements, and project management software (e.g., MS Project, Procore, Microsoft Office).

SKILLS

- Organizational & Time Management: Strong ability to manage multiple tasks, prioritize effectively, and meet deadlines in a fast-paced environment.
- Problem-Solving: Able to address issues efficiently and adapt to evolving project requirements.
- Communication & Interpersonal Skills: Strong communication and collaboration skills, with the ability to work effectively with teams, stakeholders, and clients.
- Analytical Skills: Ability to track metrics, analyze data, and ensure project goals are met.

WORK ENVIRONMENT

- Flexibility to work from the site or head office environment.
- Ability to work under tight deadlines and adapt to changing project requirements.
- Collaborate closely within a team environment with a shared goal of project success.

WHY JOIN UNITII?

At Unitii, we're not just building structures - we're creating vibrant spaces where people live, connect, and thrive. If you're passionate about construction, project management, and community development, we want you to be part of our team. Join us to make a real impact and grow with a company that values innovation and collaboration.

COOL SPACES. PRIME PLACES.