



Employment Opportunity Project Manager

Are you looking for a rewarding career with a dynamic builder with proud Atlantic Canadian roots, a purpose-driven culture, and an unwavering commitment to exceeding client expectations and having positive community impact? DORA Construction is looking for you!

Why choose DORA Construction to build your career?

1. Make an Impact in Local Communities with Projects That Build Communities

Since 2003, DORA has delivered exceptional projects ranging from large commercial projects to meticulous restorations, building with pride, skill, and integrity. With office locations in Halifax, Lunenburg, and Sydney, DORA's service offering encompasses design flexibility, innovative building technologies, project management excellence and client relationship focus and covers a broad spectrum of project types including new retail, commercial, residential, and industrial, Net Zero, historic restorations, community/non-profit and First Nations construction.

2. Become Part of a Rewarding and Inclusive Work Environment

DORA believes in not only talking the talk, but we also stand by our values and ensure our employees do as well. We are committed now more than ever to providing a safe, diverse and inclusive workforce for everyone. We support ongoing training, education, and leadership to encourage personal and professional growth for all. Our commitment to getting the job done and building quality client relationships is visible through our humility and teamwork every day, whether it be in the office or on the job site. We celebrate our successes together and are proud when our vision comes to life!

Dora Construction believes in building communities that are connected and make an impact.

- We build solid.
- We build engagement with our clients.
- We build partnerships with key players on every project.
- We build understanding of every stakeholder's role.
- We build on our guiding principles.
- We build with a long-term view.

From our solid foundation, we will build yours. We build solid.

Opportunity- Project Manager

Reporting to the VP of Construction, the Project Manager can expect to be managing various projects at a time. Working with light steel framing, wood framing, structural steel, historical restoration, concrete, and mass timber construction projects. Target markets include Multi Family Living Complexes, Tract and Custom Home Building, Prefabricated Onsite assembly, Community Buildings, and Retail Commercial Projects. In this position, you can



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expect to be responsible for managing projects in Sydney and surrounding areas, managing Site Superintendents and their teams.

Position Responsibilities

**Including but not limited to:*

- Negotiating with vendors, suppliers and subcontractors.
- Creating, monitoring and updating project schedules, look ahead schedules, updating weekly progress plans and preparing monthly Project Reports.
- Reviewing and negotiating changes to scope of work, reviewing and managing claims for extra costs from Trade Contractors.
- Ensuring that the health and safety project plans are implemented.
- Coordinating the trades and contractors and ensuring that they are performing as required.
- Collaborate with design team and participate in construction coordination meetings.
- Shop drawing review and coordination.
- Maintaining all lines of project communications.
- Attend, run and minute all construction and coordination meetings.
- Understand and administer DORA's contract and subcontract agreements.
- Foster and enhance owner, architect, subcontractor and vendor relations.
- May work with Preconstruction team in development of project.
- Manage budget and financial reporting, interpret and analyze reports to ensure adherence to project budget.
- Manage and oversee field operation and engineering processes and procedures.
- Drive competencies to team on requirements for insurance, labor relations, and employee relations.
- Work with Accounting to initiate Pay Application process and follow up to ensure payment is received in a timely manner.
- Keep management informed on progress of project and budget through regularly scheduled Operation Review Meetings.

Job Requirements

The ideal candidate will meet the following requirements:

The following qualifications are just suggested guidelines. Personality, attitude and personal attributes are most critical to the success of the incumbent in this role.

- 10+ years' experience in construction as a Project Manager with a record of completing **full-cycle** construction projects.
- Have a Bachelor's in Business, Civil Engineering or Construction Management or equivalent (MBA and M. Eng. Preferred).



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- Possess thorough knowledge in designing and building mid to large-scale construction projects.
- Can read construction working drawings including and not limited to architectural, structural, mechanical, electrical and civil drawings.
- Have a thorough understanding of mid to high rise residential and commercial projects.
- Panelized Wood Walls/Floors & Mass Timber Experience an asset.
- Must have strong budgeting and scheduling skills and aptitude with scheduling software and project management software is a must. Procore training an asset.
- Have strong customer focus, organizational skills, emotional intelligence, and ability to manage through change.
- Have strong problem-solving skills.
- Demonstrated traditional and agile project management capabilities (leadership, influence, delegation, organization, facilitation, sprint planning & control).
- Solid understanding of project delivery models as well as expert knowledge of both agile and traditional project management principles and practices.
- Ability to communicate with leaders and decision makers with varying perspectives.

*Light travel may be required

Salary and Benefits

- Group Health Insurance
- Dental
- Vision
- Life Insurance
- Accident Insurance

All applications are strictly confidential.

If you are interested in this rewarding career opportunity with us, please send your resume in confidence, to bsisco@doraconstruction.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.