



Preconstruction Project Manager – ICI and Retail Construction

Established in 1989, Terlin has become a leader and innovator in full-service construction for retail, commercial, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom Millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of interior construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, tradespeople, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a dynamic and design-savvy **Preconstruction Project Manager** with retail, commercial, and institutional design + construction experience to join our team. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Responsibilities

The successful candidate will be responsible for managing and overseeing the preconstruction process in our national, high-end commercial markets. They will also ensure a smooth transition from preconstruction to construction while maintaining strong relationships with clients, designers, architects, engineers, sub-trades, and the construction project team.

As a Preconstruction Project Manager, you will play a key role in providing full oversight of existing and future projects and have responsibility for overall project performance including quality and status updates.

Specifically, the Preconstruction Project Manager will be responsible for:

- Developing an understanding of the owner's business goals and align the process to them.
- Providing needs-analysis for technical aspects of the project to ensure all needs are discovered and met in the design and build process.
- Defining the project and strategy, identifying potential issues, planning and scheduling, scope, cost estimation, and analysis of the project's feasibility.

- Preparing job-specific strategies to maximize value for the client.
- Reviewing all project documents (drawings, specifications, etc.) for completeness, compliance with budget, company / client standards, and constructability.
- Creating initial working schedule for projects and identifying deliverables for all parties involved.
- Preparing scope documents for directing proposal, estimating, and design efforts.
- Clear communication of needs and requirements to the design team, including consultants and engineers.
- Leading the project through design, estimating, and, permitting, and tendering for a complete handover to construction.
- Organizing and leading the transition meeting to the construction team and coordinating follow-up meetings to ensure scope of work is clearly understood.
- Conducting project kick-off, department review, and management review meetings.
- Evaluating the completeness for each respective phase of the preconstruction process.
- Maintaining client interactions and management of the preconstruction process all the way to handover to construction
- Representing Terlin positively and professionally during all interactions with clients.
- Understanding of CCA and CCDC contract types; communicating project risks effectively with clients and participants and negotiating contract changes.
- Working on multiple projects at same time.
- Adhering to and supporting implementation of department procedures, processes, and directives.
- Participating in business development activities by initiating and maintaining positive working relationships with clients, designers, architectural, structural, civil, and engineers, consultants, subcontractors, vendors, and other project team members.
- Playing a key role in securing new work by participating in RFP responses, proposals, and presentations.
- Identifying business opportunities with current and prospective customers and by researching the industry and market trends.
- Coaching and supporting project team members with assigned tasks.

- Understanding the application of all health and safety rules and regulations that apply,

The successful candidate is a self-starter who possesses **excellent** communication skills, is extremely organized, detail-oriented, has a positive attitude and a vast knowledge of construction and design.

Qualifications

- Degree or Diploma in construction management, interior design, or architectural technology.
- 5+ years of successfully leading the pre-construction for interior design and/or construction of retail and ICI projects.
- Entrepreneurial and self-driven.
- Ability to motivate, think outside the box when needed, and willingness to adapt to new concepts.
- Firm grasp of numbers and experience creating proposals that benefit both the client and the company.
- Works well with people and in a team environment but is also capable of working alone and getting things done with little supervision.
- Proficiency in reading and interpreting structural and architectural design drawings.
- Knowledge of the engineering design, tender, and construction management processes and related contractual conditions for a variety of construction projects.
- Exceptional attention to detail.
- Excellent communication skills.
- Strong business acumen as it relates to full project management including conceptual / detailed estimating, scheduling, cost controls, reporting, and demonstrated ability to manage budgets and schedules within project expectations.
- Professional and diplomatic.
- Ability and willingness to travel periodically.
- Knowledge of Canadian and Provincial Building Codes.
- Proficient with various computer software applications such as the Microsoft Suite (including Project).



- Excellent time management skills.
- Ability to recognize issues as challenges and capacity to work well under pressure.
- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.
- Experience with Procore construction software would be considered a significant asset.
- Bilingual (English and French) would be considered an asset.
- Estimating experience would be an asset.
- A valid driver's license is required.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their **comprehensive benefits package** is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with **RRSP** matching and **profit sharing**.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

If you think you have what it takes and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and a collaborative environment, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at www.terlin.ca.

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