# Project Manager/Estimator

Date: March 2021

Job Term: Permanent, Full-Time

Queens County, Charlottetown-Based

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**About our Client:**

Atlantic Deck Systems is a privately owned and operated Company, serving the Maritimes with over 15 years of experience supplying and installing waterproof systems for decks and balconies, roofs, and stair systems for residential and commercial use. ADS specialize in vinyl sheet membranes, PVC heavy duty water shedding deck boards, and several styles of aluminum, vinyl and glass railings designed to complement any decor.

**Description:**

The Project Manager/ Estimator will price, plan, and supervise a wide range of construction projects from start to finish. The successful applicant will organize and oversee construction procedures to ensure they are completed in a timely and efficient manner. The goal will be to ensure all projects are delivered on-time according to client requirements and without exceeding budget.

**Requirements for The Role:**

* An excellent working knowledge of carpentry and typical daily operations within the field
* Strong knowledge of construction materials, products, inventory, equipment, etc.
* Demonstrated mathematical, hands-on experience, estimation and evaluation abilities
* Demonstrated professional communication, organization, leadership and management skills
* Construction Technology and/or Management Diploma, or related post-secondary education is considered a strong asset
* Excellent computer program knowledge or demonstrated ability to learn how to use them (Microsoft programs, company software, etc.)
* Physically able to perform job requirements
* An equivalent combination of these requirements will be considered

**Estimating Duties:**

* Analyze drawings, blueprints, and specifications for each project
* Collaborate with clients., engineers, architects, staff etc., to clearly understand the specifications of each project (residential and commercial)
* Provide clear and detailed quantity take-offs
* Assemble accurate and well-organized estimates and proposals in a timely manner to stipulate price
* Understand contractual terms and conditions for each project
* Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
* Obtain permits and licenses from appropriate authorities (where required)

**Management Duties:**

* Maintain and build professional relationships with contractors & clients
* Meet with clients to determine project requirements, needs, and evaluate proposed services
* Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
* Organize equipment and material and monitor stocks to timely handle inadequacies
* Evaluate progress and prepare detailed reports
* Supervise the work of carpenters & installers, and monitor stocks

**Other Responsibilities:**

* Monitor progress, requisition change orders, and identify any potential risks with projects
* Ensure staff and managers adhere to all health and safety standards, reporting issues where required
* Ensure effective communication between staff, management and clientele is maintained

**Job Terms:**

* Full-time, Permanent
* Work Remotely is Required, technical office equipment is supplied
* Vehicle may be provided
* Training provided
* Hour may vary depending on project work
* Salary negotiated based on knowledge and experience

**How to apply:**

All interested applicants can forward their resume and cover letter to kalie@islandrecruiting.com for consideration. For any questions or inquiries about this position, please call 902-367-3799.

***We thank all who apply, but only those accepted for interviews will be contacted.***