



## PROJECT DIRECTOR JOB POSTING

Sept 6, 2019

### Project Director

#### **Are you an exceptional leader ready to join a young-but-established construction company, with a reputation for doing things differently?**

We are looking for an experienced, energetic, collaborative and team-oriented project management professional in the role of **Project Director** to join our team. The successful candidate will be part of a small and diverse group of driven, intelligent and loyal people working amongst our head office and various satellite offices.

#### **About Us**

NGC Constructors Ltd. (NGC) is a mid-size Owner's Representative, General Contractor and Construction Management company known to be the only construction company who specializes in the cinema industry in N. America. With a portfolio of projects across Canada as well as our expansion taking place in the US, we undertake projects typically valued between \$5 and \$15 million. Our vision is "to change the construction industry for the better," and our approach to our business and our culture is one in which we value respect, trust, transparency and the willingness to innovate.

At NGC, we haven't been 'doing the same things for years.' We consider that a strength because it means we're willing to change, adapt and pioneer new approaches to everything we do. Our management team brings solid business experience and perspective to our construction-industry business and our team of experienced and knowledgeable employees and contractors operate all NGC projects with safety, care, commitment and customer-focus.

#### **Your Role**

Reporting to the CEO and COO, as the **Project Director** you will be responsible for the management of all construction projects for NGC and including our sister companies MyPlace Building Services and RU Theatre Canada from start to completion, including all aspects of managing the project team across Canada and the US. You possess a high degree of professional integrity and a commitment to conduct business in the best interests of NGC and its customers at all times – demonstrating strong leadership, good judgment, confidence, initiative and flexibility. While no one day will ever be the same, some of your activities and responsibilities will include the following.



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### Activities and Responsibilities:

- Successfully launch projects, ensuring client needs are validated and correctly prioritized;
- Ensure that the project organization, roles and reporting structure, as well as key deliverables are established;
- Organize and direct the project team to achieve project scopes and schedules, on time and within budget;
- Oversee the Lead Estimator who manages NGC, MPB, and RUC estimating departments, providing technical knowledge and sign off on budgets, estimates and tenders;
- Oversee Construction Manager who manages NGC, MPB, and RUC site supervisory forces, schedules and safety;
- Ensure that safety, quality standards, budgets, and schedules are always adhered to by the workforce;
- Monitor, forecast and report on progress against project objectives;
- Act as team leader, coach, motivator and facilitator with the team to ensure project milestones, allocated budgets, workmanship and aesthetic concerns are managed in ways that meet or exceed client expectations;
- Manage client relationships, take responsibility for communication, problem-solve and maintain an environment where critical issues are dealt with in positive manner in order to facilitate the maintenance and creation of long-term partnerships;
- Liaise between the projects, the business community and the Executive Management group;
- Oversee all project-related processes including: estimating, purchase orders, change orders and RFI, and ensure the prompt and efficient flow of paperwork;
- Provide specific and timely feedback as well as conduct staff performance evaluations, including evaluation of functional responsibilities, individual assessment of performance, and contribution to team members' professional development;
- Be an ambassador of the companies both internally and externally;
- Be willing to travel to visit various offices and projects in Canada and the US;
- In the short term, you will act as the PM for our first project and foray into the US market;
- In the long term, you will also oversee the construction of projects for a related company called 3H Property Group.



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### Your Knowledge, Skills and Experience

As **Project Director**, you are ready to take an active role in the success of this growing organization and will have:

- Minimum of 15 years' experience as a **Project Director**, with knowledge in one or more disciplines of Construction Management, Design/Build, and/or Project Management in commercial and multi-family residential construction;
- Strong understanding of the technical foundation of various building types, traditional sub-contractor work scopes, construction systems and methods, construction specifications, construction tendering and estimating practices and contract types, scheduling methods, and cost/change order control and forecasting techniques;
- Exceptional people management skills and a focus on serving team before self, a particular understanding of empathy towards their team, proven team leadership, and the ability to achieve consensus, problem-solve, coach, motivate, and develop people;
- Strong interpersonal and communication skills with a proven ability to develop and maintain effective client relationships;
- A belief that systems and protocols are part of the foundation for a successful business, including growth and expansion;
- Ability to strategize, establish priorities, and take calculated risks that relate to projects, the team and our overall business interests;
- Advanced proficiency in MS Office suite (MS Excel, Outlook, Word), Project Management and Estimating software;
- A valid Class 5 or 7 Driver's License and the ability and willingness to travel.

### Why work for NGC?

NGC provides a flexible and stimulating work environment with abundant opportunities for personal and professional growth. We offer a competitive compensation package.

### NGC's Core Values

- Excellence in reputation and being part of something special
- Integrity, hard work, and continuous improvement
- Be willing to pioneer, set a new path and do the impossible
- Service to our customers above all else
- Encourage individuality, ability and creativity



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### NGC's Rule of Engagement

- Commit to what you say
- Honour your obligations
- See the job through to the end
- Treat people honourably and with respect
- Respect the Vision, Purpose and Values of NGC

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### Apply Today

If you see yourself in the role of **Project Director** at NGC, please apply to join our team today! Forward your resume and cover letter to us at [careers@ngc.build](mailto:careers@ngc.build); we will keep all resumes confidential. Learn more at [www.ngc.build](http://www.ngc.build).