

Alexander Business Centre LP

Project Manager Representative (Owner's Representative / Client Representative)

Role Summary:

The Project Manager Representative serves as the owner's trusted advisor and primary liaison throughout all phases of construction and development projects. Representing Alexander Commercial Development and Alexander Building Solutions, this individual ensures that every project aligns with the owner's vision, remains on budget and schedule, and meets all quality and compliance standards. This role combines project oversight, business development, financial management, and operational leadership to support the successful execution and expansion of the company's real estate and construction initiatives.

Key Responsibilities:

1. Project Oversight & Contractor Management

- Serve as the lead representative of ACD and ABS across all project phases: pre-construction, construction, and post-construction.
- Act as the primary liaison between the owner and contractors, architects, engineers, and consultants.
- Monitor project progress to ensure timelines, budgets, and scope are maintained.
- Lead contractor negotiations, approve change orders, and oversee adherence to project terms and expectations.

2. Communication & Coordination

- Facilitate clear, consistent communication among stakeholders.
- Lead regular project meetings to monitor progress, resolve issues, and align the team with owner objectives.
- Ensure project goals and expectations are understood and followed across all teams.

3. Contract & Procurement Management

- Develop procurement strategies and assist with the selection of consultants, contractors, and vendors.
- Review and recommend contracts, scopes of work, and change orders with a focus on value, risk mitigation, and performance.
- Manage partnerships and vendor relationships to ensure contract compliance and successful project delivery.

4. Budget Management & Financial Oversight

- Track expenditures and budget performance, identifying variances and financial risks.
- Review invoices, payment applications, and forecasts to ensure financial accuracy.
- Report monthly to the CEO and CFO on development costs, budget adherence, and financial performance.
- Share responsibility for cost overruns and deviations, influencing compensation or performance incentives.

5. Quality Control & Regulatory Compliance

- Ensure compliance with building codes, design specifications, and safety regulations.
- Oversee inspections and manage quality assurance throughout construction.
- Promptly address non-conformance issues and ensure corrective actions are taken.

6. Risk Management

- Proactively identify and mitigate risks that could impact cost, schedule, or project quality.
- Resolve conflicts or delays efficiently, maintaining project momentum and stakeholder confidence.
- Develop risk management strategies that safeguard the company's interests.

7. Documentation & Reporting

- Maintain organized, up-to-date project documentation, including contracts, reports, meeting records, and change orders.
- Provide accurate, transparent reports to the CEO, CFO, and other leadership on project progress and organizational impacts.
- Ensure compliance with documentation standards required for audits and legal or regulatory purposes.

8. Business Development & Strategic Growth

- Develop and execute strategic plans to grow ACD's commercial development initiatives.
- Identify new land and building development opportunities; lead efforts to secure funding and financing.
- Collaborate with real estate agents, developers, CMHC, and government bodies to expand ACD's portfolio and influence.
- Actively contribute to identifying and pursuing business opportunities that enhance the company's market position.

9. Organizational Leadership & Financial Management

- Oversee operations of Alexander Building Solutions, including personnel and project execution.
- Partner with the CEO and CFO to manage cash flow, budgeting, purchasing, and financial planning.
- Advise on staffing and strategic decisions aligned with short- and long-term organizational goals.
- Implement standardized processes and internal controls to ensure organizational efficiency, stability, and compliance.

10. Executive Collaboration

- Keep the CEO informed on key projects, financial health, and operational activities.
- Provide leadership across departments to ensure alignment with company mission and goals.
- Support the CEO and executive team with data-driven insights and strategic recommendations.

Qualifications & Credentials

Education

Bachelor's degree in one of the following (or related fields):

- Construction Management
- Civil, Structural, or Mechanical Engineering
- Architecture
- Project Management
- Business Administration (particularly for real estate or development-oriented roles)

Certifications (Highly Preferred)

- **PMP** – Project Management Professional (PMI)
- **CCM** – Certified Construction Manager (CMAA)
- **OSHA / OH&S** – Safety Training Certifications
- Cost Estimating, Scheduling, or Risk Management Certifications

Skills & Experience

- 10–15+ years of experience in construction project management or a related industry
- Strong leadership, negotiation, and interpersonal communication abilities
- Proficient in contract administration, procurement processes, and stakeholder management
- Familiarity with project management software, construction documentation, and regulatory frameworks

The deadline to apply for this position is June 10th, 2025. Interested applicants are asked to submit their resume by email to **kathy@afnbc.ca**.