



SENIOR PROJECT MANAGER, RETAIL

Department: Development and Construction
Reports to: Senior Vice President, Design and Construction
Location: Edmonton, Alberta

OBJECTIVES AND MANDATE

ONE Properties is hiring for a Senior Project Manager, Retail at our Edmonton office. Effectively managing and overseeing retail development projects for the organization. Leading teams of consultants and contractors through the design, permitting and construction phases of multiple retail and retail tenant improvement projects. Accountable for the successful performance of the construction team including meeting of financial, schedule, quality and tenant satisfaction objectives.

KEY RESPONSIBILITIES

Pre-Development

- Due diligence support and investigation for prospective land acquisitions
- Conceptual budget preparation with proforma input
- Outline specification development
- Preliminary design and construction scheduling
- Review and feedback on offers to lease

Design Development

- Negotiation of consultant contracts
- Pre-Application Meetings with Local Authorities
- Managing the development permit design and application process
- Negotiation of Servicing Agreements with local authorities
- Managing the building permit design and application process
- Coordination of landlord and tenant scopes of work

Construction

- Preparation of RFP and Tender Invitations
- Negotiating contracts with Contractors
- Change Order Control and Budget updates
- Managing the Team through the construction phase
- Budgeting, scheduling and execution of Tenant Improvement contracts
- Maintenance of the ONE Quality Control Program

Post Construction

- Deficiency and Warranty Follow up
- Gathering of Close Out Documents
- LEED submittals coordination

QUALIFICATIONS

Education

- Technical College or University Engineering Degree or equivalent experience.

Experience

- Minimum 5 years experience as a Project Manager with a General Contractor on retail construction projects or;
- Minimum 5 years experience as the Tenant Construction/Development Coordinator with a national retail chain.
- Equivalent related experience

Knowledge, Skills, and Abilities

- Strength in communication and leadership skills
- Knowledge of commercial construction
- Knowledge of project management
- Understanding of building systems
- Basic understanding of business principles
- LEED experience

Proficiency in the Use of Computer Programs for:

- Word processing, Microsoft Word
- Spreadsheets, Microsoft Excel
- Scheduling, Microsoft Project
- E-mail, Microsoft Outlook

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required or personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

ABOUT ONE PROPERTIES

ONE Properties (ONE) is a dynamic real estate company inspired to make life better through the values of integrity, collaboration and alignment with all our stakeholders including tenants, investors, partners and the communities we serve. ONE is focused on creating value through the strategic acquisition, development and management of retail, office, industrial, residential and mixed-use properties in progressive markets.

TO APPLY:

Please email your cover letter and resume to info@oneproperties.com with the subject line "Senior Project Manager, Retail".

We thank all those that apply; however only those selected for an interview will be contacted.