

Resumes are being accepted for the following 2 openings.

**Senior Project Manager and
Junior Coordinator.**

We are a growing firm and are looking for individuals that are willing to showcase their talents, skills and professionalism on our corporate projects.

Experience

Senior Project Manager- 7-12 years Commercial Office Development, both from the Landlord and Tenant mandate.

Junior Coordinator- 2+ years

Qualifications

Four-year degree in architecture, interior design or construction management is preferred. Proficiency with Microsoft Project & MS Office highly preferred. The ideal candidate has experience preparing and tracking budgets, an understanding of technical requirements for the relocation of computer and telephone systems. Familiarity with architectural drawings and furniture and space planning concepts is a plus. Flexibility with work hours and travel is needed. Excellent communication skills and computer literacy are essential for success in this position

Competencies

Knowledge in all aspects of construction

Able to anticipate construction/design related problems before they occur

Commitment to being a contributing member of our team and make the client's goals paramount in the performance of the work.

Able to develop effective work relationships with the design and construction team

Requirements

Liaison between contractors, design consultants and clients.

Lead the team throughout the project to a successful completion.

Developing scope and schedule for tenant and building improvement projects and relocation projects; managing all financial aspects of each project through to its conclusion; conducting and documenting weekly meetings; coordinating activities of sub-contractors and relocation of technical functions; managing building improvement projects. Addressing clients' special requests and post-move relocation concerns when necessary. Additional tasks include preparing/updating project status reports, processing purchase orders and invoices, updating tracking reports and maintain files for due diligence and financials.

To Apply

Please submit a cover letter and resume to be considered for this posting to careers@cityspace.ca.

While we sincerely appreciate every application, only candidates selected for an interview will be contacted. No telephone calls please.

Please note that all candidates will be considered for immediate and future needs. If you aren't called for an interview in the short term, we will keep your information on file for any future opportunities.

Thank you.