



ARCHMILL HOUSE is a leading custom manufacturer of high-end architectural millwork and premium store fixtures serving commercial, institutional and retail markets. Archmill has worked tirelessly to build a reputation as the most respected and trusted millwork companies in Canada, possessing the experience and resources to meet any challenge. Our primary focus is on market segments where quality custom architectural millwork matters.

We are looking for a:

PROJECT MANAGER

ABOUT THE ROLE: The Project Manager is the primary point-person responsible for planning, executing, and delivering projects on time, within budget, and in accordance with specifications. The Project Manager is the main operational point of contact for the customer.

After receiving preliminary budgets, a scope of work, and schedules from the sales team, the Project Manager will define project requirements and scope, acquire project resources, and direct the efforts of project team members. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to project stakeholders, budget & cost control, and upward reporting to senior management are critical tasks that must be performed throughout the lifecycle of each project.

YOUR RESPONSIBILITIES:

- Manage the entire lifecycle of Architectural Millwork Projects, from strategic planning through completion.
- Follow established project management best-practices to ensure consistency and control.
- Work in partnership with our client to define projects goals, objectives, communication schedule, risks, assumptions, staffing levels, roles and responsibilities, work breakdown structure, milestones, and deliverables.
- Communicate internally with various departments on project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and established best-practices.
- Produce regular reports (budget, status, escalations, etc.) on the progress of projects; and present these reports during regular stakeholder meetings
- Conduct risk analyses to identify areas of high concern and address them early on to ensure project success.
- Manage project activities throughout the lifecycle, including the allocation of adequate resources, scheduling, budgeting, documentation, and other factors necessary for success.
- Negotiate with suppliers to optimize ROI on job specific (special order or direct buy) materials.
- Communicate effectively to ensure internal and external stakeholders and contributors are organized and effectively deliver according to specification.
- Conduct client meetings to ensure project timeline, status, and escalations are communicated and resolved in a timely manner (Change Order, Requests For Information, etc.)
- Establish, implement, and follow our established change management protocol.
- Track and manage all project costs to ensure completion within budget.
- Track all work to ensure adherence to project schedules, making critical adjustments where required.
- Tender installation and manage to ensure completion and quality of work in line with commitments
- Manage invoicing to ensure billing is processed in a timely manner#

WHO WE'RE LOOKING FOR:

This role is critical to our success, and therefore highly valued within our organization. The right candidate will be comfortable working collaboratively within a team, ensuring the overall scope of work is performed within prescribed timelines. You can effectively communicate technical information while maintaining a strong business partnership, effectively working with various personality types.

YOUR SKILLS & EXPERIENCE:

- 5 + years experience in the architectural millwork industry, or similar manufacturing environment
 - Degree in Civil Engineering or architecture preferred
 - PMP or equivalent experience with formal project management methodology/training
 - Demonstrated success in project delivery and execution of project management methods
 - Strong problem identification and problem resolution skills
 - Able to effectively build and maintain strong relationships
 - Highly effective negotiation, conflict resolution and facilitation skills
 - Knowledge of financial management, technology management and internal controls#
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WHAT WE OFFER: This is a full-time permanent position at of our office in Ancaster. We offer competitive salary and benefits. As a growing team we are committed to mentoring each other to continuously learn and as this is a small team, each member is valued for their individual contributions and efforts.

HOW TO APPLY: If you require accommodation in the recruitment process, please contact us with the “Need Help” button in the application. We will review applications as they are received and look forward to hearing from you.

Archmill is an equal opportunity employer and encourage minorities, women, protected veterans and disabled individuals to apply.