

## Details

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**Job Title:**  
Project Manager

**Reports To:**  
Area Manager

**Location:**  
Winnipeg, MB

**Job Length:**  
Full-time, permanent

Make a positive impact by joining a Leader in the Geotechnical Construction Field – Keller Team is dedicated to making a difference in the lives of people in need by creating an inspiring working environment. Enjoy a competitive salary and a variety of comprehensive benefits and healthy amount of vacation to start.

**Who We Are:** The World Preferred Leader in Geotechnical Solutions. Everyday people around the world live work and play on ground prepared by Keller. Leveraging our full range of techniques, we provide solutions to Geo technical challenges across the entire construction spectrum. We have the expertise experience and product range to respond quickly with the optimum solution execute it safely, and see it through to a successful conclusion, no matter the size of the project. Global strength and local focus the strongest local construction projects are built on a foundation of connected global experience.

At Keller we know that our continued ability to help the people who need us is due to the hardworking individuals who make up our team, dedicated to making a difference in the lives of people in need. We foster a positive culture of open communication for our team to thrive within, underpinned by our values of Integrity, Collaboration and Excellence.

**Job Role:** We are currently seeking a **Project Manager in Winnipeg, MB.**

## Key Responsibilities

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### **Project Management:**

#### Business Development and Proposal Preparation

- Identifies new opportunities and coordinates with the management team for support and overall strategy. Helps to identify new markets, clients and technologies while building client relationships
- Assembles proposals which includes performing risk assessment, evaluating opportunities to increase profit, estimating, engineering, technical writing, site visits and client Q & A
- Responsible for negotiation of the contract and understanding the contract requirements
- Coordinates with pre-construction team if applicable

#### Risk Management

- Fully understands and complies with Keller risk management policies and procedures.
- Recognizes major risks and takes appropriate measures to reduce risks to the company.

#### Initial Planning

- Responsible for designs, submittals, material ordering, pre-job planning and scheduling.
- Plans pre-project meetings with the Superintendent and other entities as required.
- Develops plans and strategies with the project team to maximize profitability of projects.

#### Project Execution

- Builds and leads effective project-based teams.
- Ensures the work performed meets the specified requirements.
- Works with the branch and project team to ensure the project stays on schedule and in budget.
- Identifies and addresses challenges and opportunities to maximize profitability.

#### Change Management

- Identifies, tracks and addresses changes; escalates changes when necessary.

**Financial Management**

- Approves and monitors weekly and monthly financial reports, forecasts, budgets and other metrics throughout the duration of the project.
- Manages A/R collections.

**Safety and Quality Assurance**

- Ensures compliance with all Keller and OSHA safety requirements.
- In the event of a safety incident, work in partnership with HSEQ to support employees and project management teams per Keller policy.
- Resolves all quality nonconformance issues.
- Exercises stop work authority for Safety and Quality issues.

**Estimating:**

- Use company software to estimate the design of projects
- Budget estimates, reviewing drawings, and evaluating and compiling information
- Take offs
- Evaluate & review soils (testing)
- Rock testing
- Compiling information

## Qualifications

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**Education and Experience**

- Bachelor's in Civil Engineering or Construction Management preferred.
- Minimum 5 years geotechnical, construction or industry related experience preferred.

We would like to thank all applicants in advance for their interest but regret that only those shortlisted will be contacted. Keller Canada is committed to building a skilled, diverse workforce reflective of Canadian Society. Members of equity-seeking groups are encouraged to apply.