



Electrical Project Manager

Alliance Engineering has been providing mechanical and electrical design and construction services in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement. We thrive for teamwork and offer various corporate events: Summer BBQ, Friday lunches, team building activities and more!

Role Description

Reporting to the Electrical Operations Manager, this full-time on-site role for an Electrical Project Manager located in Ottawa, ON. As an Electrical Project Manager, you will be responsible for overseeing day-to-day tasks related to the installation of electrical systems on assigned projects. The successful candidate will have a minimum of 3 years experience within the electrical construction industry, have excellent communication, organizational skills and be quick to learn and eager to grow within the organization.

Responsibilities

- Set up all new projects when assigned within the Procore project management system;
- Create, manage, and update the project budget;
- Create, manage, and update the required project construction schedules;
- Timely and accurate preparation of all project invoices and progress billing applications in accordance with the Alliance accounting procedures;
- Complete project procurement requirements;
- Manage all project quality control / assurance requirements;
- Manage shop drawing submittals and reviews;
- Communicate all required project related correspondence with vendors, suppliers and field supervision and labour resources;
- Provide detailed pricing of CCNs as per project requirements using our estimating software;
- Manage and schedule sub-trades.

Qualifications

- Minimum 3 year experience as Project Manager
- A bachelor's degree or college degree in the construction field, such as construction management, construction science, electrical engineering etc. or equivalent experience as a Project Manager
- Proven knowledge or experience in the construction industry, especially ICI building electrical systems
- Ability to read and understand construction documents such as drawings and equipment specs
- Prior experience with Procore is an asset
- Excellent communication (both oral and written) and leadership skills
- Ability to work in a fast-paced environment and manage multiple projects concurrently
- PMP certification is an asset
- Proficiency in Microsoft Office applications
- Ability to work in a team environment and work efficiently under little supervision
- **Must be eligible to obtain a Reliability Security Clearance**

Benefits

- Permanent/Full-time
- Salary range: \$85,000 to \$105,000 annually
- Extra-Long Summer Weekends
- Health & Dental Coverage
- RRSP/DPSP plan
- Young & Dynamic Environment
- Inviting New Office Space
- Free parking
- Vehicle KM reimbursement