

JOB DESCRIPTION:

Project Manager

OVERVIEW:

Cascadia Windows & Doors is an innovative manufacturer, creating high-performance fiberglass windows and doors that help dramatically improve the energy performance of buildings. The **Project Manager** at Cascadia acts as the central hub, connecting architects and contractors with Cascadia's technical and production teams. As an integral part of the project team, the **Project Manager** is responsible for the smooth flow of information between stakeholders, as well as delivering exceptional service to clients across North America.

Reporting to the General Manager of Construction Services, the **Project Manager** is comfortable discussing specifications and clarifying project requirements, as well as anticipating project needs.

GENERAL LIST OF RESPONSIBILITIES:

- Act as primary client contact for all project communications, developing relationships with key stakeholders
- Confirm all technical specification and project requirements with Technical Rep (U-value, STC, SHGC, paint coating, etc.)
- Coordinate & manage pre-production planning
- Review quote, scope documents and contracts, ensuring clarity before production
- Coordinate material ordering with production team to meet project schedule
- Coordinate & manage shop drawing process, as well a change order documentation
- Actively communicate with client stakeholders on project status, issues and any outstanding requirements
- Coordinate invoicing and progress billing in accordance with contract
- Visit jobsites of ongoing projects (commercial/multi-family), ensuring Cascadia's level of customer service
- Coordinate & manage project wrap / handover process with clients, organizing any service work required

QUALIFICATIONS:

- 3-5 years of previous project management experience, preferably in the window industry
- Experience in MS Word, Excel and working with an ERP/CRM system is beneficial
- Drive to work in a fast paced and rapidly changing environment
- Experience working in a manufacturing organization is a plus

DEMONSTRATED SKILLS:

- Passionate problem solver, inquirer, learner
- Strong customer orientation; excellent interpersonal and communication skills
- Technical, analytical, and thoughtful; a demonstrated ability to effectively organize and prioritize multiple tasks and activities
- A strong team player, who is ultimately focused on delivering results with high standards

WHAT WE OFFER:

- An opportunity to make your mark in a well-established but growing company that is focussed on helping the construction industry achieve higher performing buildings
- Competitive salary and benefits program

- Continuous training and opportunities to learn with a knowledge-based company that is at the forefront of the green building movement

The role is based in the head office in Langley, BC working Monday-Friday full-time.

To apply, please send resume and cover letter to PSangha@cascadiawindows.com