



Project Manager

BONE Structure is a technology company that designs and delivers a high-performance building system. The BONE Structure steel system is patented in 25 countries, and is used to build healthy, comfortable and sustainable homes by clients and developers alike. We use a step-by-step process and integrated state-of-the-art technology to make the home-building experience uniquely enjoyable. We offer in-house services including design, architecture, project management, structural analysis, engineering and more.

With more than 30 professionals including Architects, Engineers, Project Managers, etc., we are a dynamic and innovative company continuously searching for creative talent to join our multidisciplinary team.

The Project Manager is responsible for all communications with both internal and external parties, on all project-related topics. As PM, you will be the central point of communication between your assigned clients, the BONE Structure design and engineering team as well as the external stakeholders. The PM is the one person involved in a project from start to finish, and must document the project history and learnings throughout the process, as well as navigate through competing interests effectively.

PROFILE – Project Manager:

- You have fun while learning every day;
- The word impossible does not exist in your vocabulary, you see only opportunities;
- You have a high sense of curiosity and you always want to learn more;
- You like thinking outside the box;
- You are looking to participate in an adventure, the evolution of a new technology, which will entice you to innovate.
- You exhibit strong organizational and self-governing skills;
- You have excellent presentation and communication skills, both written and oral;
- You have the ability to proactively manage projects risks, and mitigate them;
- You embrace change and enjoy a fast-paced work environment
- You are not a prima donna: the team first;

KEY RESPONSIBILITIES

- Consistently deliver excellent client service with the ability to identify and adapt to each client's preferred workstyle and communication;
- Understand client needs & manage expectations accordingly;

- Coordinate different aspects of a project (client's needs, architectural design, budget, consultants, permitting, etc.) until completion of the project;
- Guide the client through the entire project execution process, monitoring the flow of information and always keeping them up to speed with progress.
- Research permitting processes and requirements in each jurisdiction;
- Organize and manage all project deliverables;
- Manage interfaces with functional team leads to ensure timely execution of projects;
- Develop and manage the project schedule along with clear deliverables and key milestones

REQUIREMENTS

- Five to eight years of project management experience, preferably in a B2C environment;
- Solid experience and knowledge of the construction industry, preferably managing residential projects;
- Undergraduate or College degree in Architecture, Urbanism, Engineering or Business Management;
- Fluent in English, both written & spoken with excellent writing skills; understanding of French is an asset.
- Excellent knowledge of Microsoft suites (Outlook and Excel);
- Knowledge of the Wrike Project Management software (an asset);
- PMP Certification is a distinctive asset;
- Location of the position can be in either Quebec (Laval HQ) or Ontario.

COVID-19

A COVID work policy is currently in place at BONE in line with public health protocols. Therefore, all meetings are virtual and offices are closed until further notice.