

## Project Manager Job Posting

Are you known for taking ownership and seeing projects through from idea to execution? Do you thrive in fast-moving environments where you can manage competing priorities, solve problems in real time, and lead others toward shared goals? If you're an experienced, detail-oriented project leader with a drive to deliver, we want to hear from you!

Westbourne Projects Ltd. is a boutique project management firm that provides development consulting and owner's representative services to a broad spectrum of outstanding clients in the Lower Mainland. Our clients range from private schools and charitable organizations to development groups and large corporations. We are a growing team dedicated to delivering outstanding service to our clients, and we are looking for a Project Manager to join us in our mission.

### Is this how you describe yourself?

- **Self-Motivated & Thorough:** You take initiative, see tasks through to completion, and always look for ways to add value beyond what's expected.
- **Personable & Professional:** You build strong relationships across teams, adapting your style to communicate effectively with different stakeholders.
- **Strategic & Organized:** You manage schedules, stakeholders, and complexity without losing sight of the big picture.
- **Clear Communicator:** You write and speak with clarity, translating technical details into actionable direction.
- **Accountable & Proactive:** You take full responsibility for your projects and anticipate issues before they surface.
- **Collaborative:** You work well with diverse consultants, contractors, and clients, keeping everyone aligned.
- **Detail-Oriented:** You understand how every number, drawing, and deadline affects delivery.
- **Solution-Oriented:** You navigate ambiguity with calm, finding answers and moving things forward.
- **Client-Focused:** You understand what success looks like for the owner and represent their interests with integrity.

### What You'll Be Doing:

You'll oversee the full project lifecycle, from feasibility through design, approvals, construction, and closeout. Your responsibilities will include:

- Leading day-to-day project delivery across multiple active files.
- Ensuring project deliverables are met on-time and on-budget by coordinating project team members throughout the entire development cycle.
- Establishing and managing a detailed project schedule.
- Creating and maintaining project budgets and monitoring the project cost report on an ongoing basis.

- Compiling and issuing monthly project reports generally incorporating both the cost report and schedule along with details of project activity.
- Working effectively with municipal staff as required during the approval process and helping secure required permits.
- Managing the consultant/contractor procurement process.
- Coordinating with project consultants to ensure project deliverables are achieved.
- Preparing regular progress reports to the principal on active development projects.
- Overseeing construction progress through site visits and regular meetings.
- Managing and tracking the project invoice approval process.
- Maintaining current knowledge of federal, provincial and local initiatives, regulations and policies
- Championing Westbourne processes and policies and contributing to continuous improvements.
- Providing mentorship to other members on the team as a trusted and resourceful member.

#### What We're Looking For:

- 3-5 years of experience in a lead project management role within the construction or development industry.
- Strong understanding of BC development timelines, permitting, and construction processes.
- Experience managing consultants, budgets, and contractors.
- Ability to read and interpret construction drawings and contracts.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint), and project management tools like Procore, MS Project, or Smartsheet.
- Strong written and verbal communication skills.
- Ability to work independently while leading multi-disciplinary teams.

#### What We Offer:

- Competitive industry compensation package.
- A positive work environment – we work hard but value humor, mentorship, and mutual support.
- Opportunities for growth and professional development.

**Start Date:** As soon as possible.

**Compensation:** A reasonable estimate of the pay range for this position is **\$80,000 – 110,000**. Please note that individual pay is determined by factors such as job-related skills, relevant experience, and other qualifications. A full benefits package is also included.

#### How to Apply:

Submit your resume and cover letter to [info@westbourneprojects.com](mailto:info@westbourneprojects.com). In your cover letter, tell us why Westbourne Projects would be a great fit for you!



Interviews are preferred during normal business hours, but arrangements can be made to meet outside of those hours. While we appreciate all applications, only those who meet the position requirements will be considered, and only shortlisted candidates will be contacted for an interview.

Join us and be a part of a team that values efficiency, learning, and client satisfaction!