



MELCOR
LIVE. WORK. SHOP. PLAY.



**CAREER
OPPORTUNITY**



Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are passionate about commercial project construction and you meet or exceed our qualifications, please send your resume to: careers@melcor.ca re: **Construction Manager**

We thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

Who We Are

We are a diversified real estate development and asset management company. We develop and manage master-planned, mixed-use residential, business and industrial parks, office buildings, retail commercial centres and golf courses.

We have been acquiring and improving commercial assets since the 1960s - today our portfolio is made up of 38 properties and 3.3 million square feet of gross leaseable area.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



CONSTRUCTION MANAGER

WE ARE LOOKING FOR

A **Construction Manager** who is committed to maintaining the integrity of design, feasibility and cost of our projects.

This full-time position reports to the Division Manager and is a key member of our team.

WHAT YOU'LL DO

Oversee the total construction effort to ensure projects are constructed in accordance with design, budget, schedule and quality control. This includes:

- Assist development team on pricing and best construction practices to facilitate design



- Select and liaise with general contractors on construction-related matters
- Provide construction design and price-related input into the DP, BP and tenant drawings
- Review work schedules from lease negotiations and provide input on construction-related matters
- Manage construction project start-up and construction management process
- Support financial proforma development with construction pricing information
- Manage trade contractor RFP's, tender pricing, contracts, site meetings, RFI's, invoices and control document process
- Ensure that Work Safe practices are being followed onsite
- Achieve scheduled tenant occupancy dates
- Conduct post-mortems to identify areas for improvement

ABOUT YOU

- You have a Construction, Building Technology Diploma or Engineering/Architecture Degree
- You have 7+ years of commercial construction management or contract management experience + 3 years in a construction leadership role
- You have an understanding of interpreting and challenging:
 - blueprints
 - schematics
 - field drawings and plans
- You possess direct work experience in construction project management or contract administration
- You have a solid understanding of all construction techniques

EXTRA POINTS FOR

- An understanding of various CCDC contracts
- Knowledge of provincial and federal workplace compliance regulations