

Full Time Project Management

Responsibilities:

- Be able to work professionally with clients and site supervisors
- Provide administration and technical support for the execution of field operations
- Monitor project costs to meet budgets
- Organize regular trade meetings

Requirements:

- 3 years experience in managing and coordinating all aspects of construction
- Strong organizational skills
- Comprehension of drawings, specifications and other technical documents
- Strong problem solving skills
- Ability to work in a dynamic environment managing your own work load
- Proficiency in excel

Send resume to:

- Fax 705-326-8636
- Email frank@storburn.com

Full Time Project Manager Assistant

Responsibilities:

- Assisting project manager in all aspects
- Such as: estimating, site meetings, site visits, coordinating sub trades and schedules

Requirements:

- 1 -2 years related experience
- Strong organizational skills
- Proficiency in excel

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Site Supervisor

Responsible for running site from excavation to turn key with knowledge in both commercial and residential. Must have ability to work professionally with clients and project managers to meet budgets and project schedules. Be able to work in a dynamic environment managing your own work load.

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