

PROJECT MANAGER

Avillia Developments wants an extraordinary **Project Manager** to join our team.

You have direct experience in the Land Development industry. You have a passion for the planning, construction, and overall development of land and the creation of neighbourhoods! You have background in the planning or engineering fields, and can manage schedules and competing priorities with ease. You have the “let’s figure out how to solve this” attitude and thoroughly enjoy working within a hard-working and focused team.

What Moves You:

- LAND! You are excited about transforming a farmer’s field into a vibrant community where people can live, work, and enhance their lifestyle!
- Your interpersonal skills are great – you work very well within a team and with others outside of your organization!
- You are a stickler for detail and documentation and sweating the details is what you do best.
- You do not need someone to light a fire under you for you to take initiative and enthusiastically coordinate aspects of multiple projects with limited supervision.
- You manage your time extremely well for prioritizing, planning, and organizing is what drives you.
- You are not only comfortable with urgent concerns, but you also embrace them, deal with them, and then get back to your regularly scheduled program.
- You want to make a contribution every day and look forward to learning new things.

What You Will Do:

- Manage various aspects of land development projects from concept planning to construction and through to completion.
- Determine the feasibility of each stage of development and the project as a whole.
- Work collaboratively with industry-leading consultants, on statutory documents and municipal applications.
- Coordinate municipal approval process for statutory laws, subdivisions, and engineering plans.
- Determine the appropriate method to complete construction and manage the tender or negotiation processes.
- Analyze and track tender results and provide recommendations.

avillia.com

- Work with and coordinate a team of consultants including planners, engineers, contractors and others.
- Manage and oversee the construction of projects to ensure delivery according to the schedule and budget.
- Communicate with management, sales, and finance teams on all aspects of the project.
- Continually monitor risk and provide mitigation options.
- Analyze project data and produce communicate, reports, and/or presentations to explain status and findings.
- Liaise with project stakeholders within and outside of our organization.
- Create and maintain project contracts and financials.

Your role and responsibilities would not be limited to these duties for we are a high-functioning small team with plenty of opportunities to do many things.

What You Bring:

As the Project Manager, you possess the following:

- A positive, self-starter attitude, with a passion to learn more about the land development industry and improving on processes already in place.
- A meticulous methodology when it comes to preparing documentation and reports.
- A keen eye for detail.
- A willingness to learn from your mistakes but a desire to achieve a very high standard in all you do.
- A very good understanding and use of various computer software programs such as Microsoft Excel, Word, PowerPoint, and Adobe products.
- Excellent written communication skills via reports and emails as well as superb oral communication skills when meeting in person or on-line.
- Ability to multi-task with various high priority tasks while maintaining the quality of workmanship through efficient time management.

What's Important To Us:

- A post-secondary degree or diploma in Engineering or Planning – however, consideration will be given to strong candidates with Business, Management, or other relevant fields - Education is important to us.
- A minimum of five years of experience in Land Development and preferably in managing projects or major components of development.

- Knowledge of land development, construction, project management processes, and other operational methodologies is required.
- Understanding of the basic operations of municipal and provincial governments and awareness of local and provincial elected officials.
- Involvement in the land development and home building industries through organizations and professional associations – active participation in the land and home building industries would be beneficial.

Who We Are:

Avillia Developments is a privately-owned and operated Land Development company with several projects in the Edmonton Capital region including the City of Edmonton, Sherwood Park, Beaumont, and Spruce Grove, and projects in British Columbia's Okanagan region.

We have been involved in developing neighbourhoods for over 25 years. What drives us is a passion for developing functional, beautiful, and diverse environments that we are proud to say are ours.

Avillia Developments – It's all about lifestyle!

If what we describe sounds exciting and appealing to you, please apply for the Project Manager position. Qualified candidates may be asked to answer an online questionnaire and then attend a telephone pre-screen prior to an in-person interview.