

Construction Manager/Contract Administrator – TRUE Consulting

Location: **Kelowna, BC**

About the Organization

TRUE Consulting has provided engineering and planning consulting services to Municipal, Regional District, Provincial, First Nation Communities, and private sector clients in the central and southern interior of British Columbia since 1986. We are an innovative company committed to helping our clients achieve their project goals. Our objective on every project is to provide the highest quality engineering and planning services to our clients. Our core values are teamwork, integrity, honourable service, accountability, meritocracy and culture of mentorship.

As a growing and evolving company, TRUE strives to find the right people and aims to keep them. We offer a supportive working environment and culture and believe that a healthy work/life balance is critical to the success and happiness of our people.

TRUE offers an attractive remuneration package plus profit sharing and benefits.

About the Opportunity

TRUE is seeking a Senior Construction Manager/Contract Administrator (C.Tech or EIT/P.Eng.) to join our Kelowna office starting in 2020 for a busy construction season.

Our preferred candidate will be a graduate of a Civil Engineering Technology, Engineering Design and Drafting Technology, or Bachelor of Science (Civil). Extensive construction administration and inspection experience for private sector and municipal projects is a must. The position would consist of:

- Planning for and managing field services works.
- Hosting meetings, preparing minutes and delegating action items.
- Training, managing and scheduling field staff.
- Managing clients during the construction phase of projects.
- Reviewing designs and providing constructability input.
- Managing and resolving field issues or disputes.
- Providing Contract Administration support and/or direction to staff.
- Preparation of payment certificates, closing out projects including submittal of all relevant paperwork.
- Developing new client relationships and nurturing existing client relationships.
- Inspecting projects as and when required (due to volume of work, staff vacations, etc.)

The successful candidate will work directly with the partners and senior staff and will experience a variety of challenges for growth and reward.

Apply Now!

If being a part of our company appeals to you, we invite you to learn more about us by visiting our website (www.true.ca). Please email your cover letter and resume to cbarrett@true.bc.ca

