



www.pivotalprojects.com

**BUSINESS MANAGER (Job #13467)
OTTAWA, ON**

Pivotal Projects is one of Canada's leading project management companies. We provide project advisory and project management services to public and private sector clients for building and infrastructure construction and redevelopment projects. With offices in Toronto, Ottawa, Vancouver and Calgary, Pivotal is currently managing projects with a construction value of over \$2 billion.

Purpose:

This is an opportunity to lead an established and growing business in the Ottawa market. The person will be instrumental in developing new consulting engagements, growing our team, and leading the delivery of client solutions. They will combine their existing professional contacts and relationships with those of Pivotal Projects to develop new, exciting opportunities.

The responsibilities of the role include:

Business Development

- Contribute to the development of marketing strategies to leverage market position
- Lead client development activities generating sustainable revenue streams in the market
- Oversee client relations for the business unit's strategic clients
- Represent the firm in the market through involvement in client and industry forums
- Manage promotional and proposal material development
- Lead strategic project pursuits

Business Management

- Create the annual business unit operations plan for approval by the President
- Manage business unit performance to achieve the performance targets in the plan
- Effectively manage the employees in the business unit on a day-to-day basis
- Assist in building team capabilities and capacity
- Support improvement and development opportunities for employees
- Assist employee growth into new roles and responsibility levels

Project Delivery

- Act as a Senior Advisor to clients on development decisions
- Manage client relationships and deliver projects on time & within budget
- Prepare proposals, contracts and project authorization forms
- Manage project cash flow and budget compliance
- Lead project teams manage deliverables & team members

Qualifications:

- Bachelor Degree in Engineering, Project Management, Business, or Architecture
- 10 years' experience delivering on complex building development projects combined with a minimum of 5 years in a senior leadership and business development role;
- Proficiency in Microsoft Office and Project Management applications (Primavera, MS Project, Timberline etc.) is required
- Outstanding client relationship building and management skills
- Established network of industry contacts in local market
- Excellent communication skills (presenting and writing)
- Organized, self-starter with a strong entrepreneurial spirit
- Committed to team success, knowledge share and continuous improvement

Please submit your resume and cover letter to mpeddle@pivotalprojects.com . You must clearly indicate Job #13467 in your application.

Only applicants being interviewed will be contacted. All replies will be treated with the highest level of discretion. Pivotal Projects is an equal opportunity employer.

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