



www.pivotalprojects.com

PROJECT DIRECTOR

Toronto, ON (JO# 13957)

THE COMPANY

Pivotal Projects (www.pivotalprojects.com) 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. We excel at inspiring team performance, managing risks, and delivering innovative building solutions. Our commitment to sustainability informs everything we do.

POSITION SUMMARY:

The Project Director will lead the management of large building development projects in the Healthcare and Institutional sectors in the Toronto market. This dynamic professional will maintain a high standard in project delivery, and continue to build upon the value that Pivotal Projects offers to clients. As the primary contact between key clients and the company, the Project Director will manage, develop, and mentor project teams delivering client projects.

Project Leadership

- Act as a Senior Advisor to clients on development decisions
- Manage client relationships and deliver projects on time and within budget
- Prepare proposals, contracts and project authorization forms
- Manage project cash flow and budget compliance
- Lead project teams through managing deliverables and team members
- Ensure service delivery is in compliance with company standards

Client & Market Development

- Build on the reputation of the business in the institutional sector (Healthcare and Education) through building and maintaining client relationships
- Participate in client development activities for the Toronto region
- Contribute to the development of marketing strategies to leverage market position

REQUIREMENTS:

- Bachelor's Degree in Engineering, Project Management, Business or equivalent
- PMP certification is an asset
- A minimum of 5 years of experience in a director or business leadership role, combined with 10 years of project management experience within project management, construction or design firms well aligned with the institutional sector (Healthcare and Education)

- Previous experience serving in the role of “owner representative” to clients on commercial development projects
- Proficiency in Microsoft Office and Project Management applications
- A strong desire to manage, develop and mentor teams
- Strong business development skills and an established base of industry contacts
- Effective client manager in each stage of the project management lifecycle
- Excellent report writing abilities - proposals, contracts, forms, budgets etc.
- Strong interpersonal and communication skills - verbal, written and presentation

Please submit your resume and cover letter to rviloria@pivotalprojects.com . You must clearly indicate the Job Number you are applying for.

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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