



An industry leader for high-tech, automated, environmentally controlled greenhouses, ALPS provides turn-key solutions for facility design, engineering, construction, support, maintenance, security, cultivation and genetics. ALPS also provides consulting and assistance with meeting GACP cultivation and EU GMP certification requirements.

## **PROJECT MANAGER**

ALPS Inc. is recruiting for a **Project Manager** to join our growing team in Burlington, Ontario. Reporting to the Director, Project Management, this Project Manager will work with our team on various projects.

### **MAIN RESPONSIBILITIES**

- Oversees facility design and construction initiatives, technical documentation development as well as URS writing.
- Plan, execute, and monitor a variety of projects throughout their lifecycle to ensure that they are completed on budget and on schedule.
- Develops and manages a project management plan that outlines staffing, materials, equipment, subcontracting, and other services that are necessary to deliver the project on time and within budget.
- Reviews project contractual documents to gain an understanding of the project requirements (time frame, budget, safety, quality, staffing, materials and equipment requirements), necessary to complete the project within the required time frame.
- Verifies estimates based on detailed review of proposal specifications.
- Coordinates with department managers and various trades company representatives to establish work plans and staffing requirements for each phase of the project.
- Organizes and conducts meetings with project staff, stakeholders and management to communicate information related to each function's needed concerning project requirements.
- Develops and manages stakeholder relationship and expectations, progress reports, communication, paperwork, meetings, etc.
- Takes appropriate action to minimize the impact of deviations.
- Monitors and oversees the efficient use of materials and equipment and the contractual performance of the project.
- Confers with project staff to ensure the assigned duties and responsibilities are performed per agreed upon expectation.
- Monitors and oversees onsite activities, quality, productivity, progress, and safety of employees and subcontractors.
- Oversees financial and service aspects of contracts.
- Provides technical assistance and recommends construction methods and equipment.
- Anticipates potential roadblocks and develops solutions to prevent issue from arising.
- Resolves any problems that may arise during project execution.
- Implements and monitors safety programs.
- Actively and proactively engage in the ongoing management and improvement of Aurora's quality system.
- Where applicable, promote and maintain GMP requirements.
- Other duties as required.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Above average knowledge of Microsoft Office (i.e Word, Excel, Outlook, etc)
- Functional knowledge of Smartsheets, Sharepoint, and office365.
- Ability to apply, interpret and understand contract law and language.
- Ability to read and interpret construction drawings.
- Ability to establish excellent business relationships with key suppliers, clients, business associates and stakeholders.
- Ability to prioritize tasks and use time effectively to set action plans to achieve business targets.
- Ability to create a positive, safe and productive team atmosphere.
- Experience at responding to complex and stressful situations and resolving issues positively.
- Able to follow and uphold standard operating procedures precisely and consistently and identify opportunities for continuous improvement.

## **EXPERIENCE AND EDUCATION**

- A minimum of 5 years of construction project management experience in the manufacturing, food production or healthcare industry
- Demonstrated experience applying knowledge of project accounting, project controls (cost, schedule, change management, etc.), materials management, contract management, subcontract management, safety and quality. Track records of successfully planning and executing projects on schedule and within budget.
- Experience managing projects involving multi-disciplinary teams operating in a fast-paced, innovation driven environment.
- PMP designation or equivalent certification would be considered an asset.
- Professional engineer (P. Eng) designation would be considered an asset.
- Experience in the Greenhouse industry would be considered an asset.
- Experience working in USA, Europe or Asia would be considered an asset.

## **CONDITION OF EMPLOYMENT**

- Confirmation you have received two doses of a Health Canada-approved COVID-19 vaccine or acceptable proof of medical or religious exemption

Interested candidates are encouraged to apply with their cover letter and resume to [hr@alpsmj.com](mailto:hr@alpsmj.com). We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

ALPS Inc. is an Equal Opportunity Employer. We are committed to doing business inclusively and accommodate applicants with disabilities. If you require accommodation throughout the recruitment and selection process, please contact our Human Resources Team.