



Project Manager – Edmonton, AB

CIMS Limited Partnership, is seeking a **dynamic individual who can prepare proposals and achieve project objectives with leadership experience** to fill the role of **Project Manager**.

In the position of **Project Manager**, you will be responsible for all aspects of the management, scheduling and costing of key projects as assigned. The **Project Manager** is also responsible for site safety, quality and scheduling compliance.

You will be accountable for:

- Proposal Management:
 - Coordinate and prepare responses to requests for proposals (RFPs).
 - Manage proposal process including task delegation, response editing and submissions.
 - Maintain the RFP response database.
 - Prioritize RFPs based on likelihood of winning and value.
 - Report proposal progress to executive management.
 - Submit final proposal for consideration.
- Oversees overall project execution and service delivery. Prepares and issues the construction cost report update to the Regional Manager. Provides construction schedule updates and performance reports to the Regional Manager.
- Conducts all project closeout activities including performance reviews.
- Leads and promotes a work environment where the safety and health of all employees, subcontractors, and individuals on CIMS sites is paramount.
- Establishes proper roles and responsibilities for each unique job site and clearly communicates those out to the assigned personnel, while following up with all staff and trades that the lines of communication are effective and all activities are being managed as required.
 - Appoint competent supervisors.
 - Ensure that all supervisors, workers and subcontractors understand and are held accountable for compliance with CIMS and customer policies and procedures.
 - Ensure that all employees understand their responsibilities and duties.
- Monitors and maintains detailed reports on KPI's or goals, and usage of reason/deviation codes and clearly reviews these daily or weekly as required with the client. Manages on-site client relationship.
- Reviews or keeps detailed jobsite minutes and ensures accuracy and reviews with the client their published minutes to ensure the content is adequate and correct.
- Ensures systems and protocols are utilized to effectively manage project resources, costs and waste including tool and equipment needs.
- Other duties as needed.

A successful candidate would be an individual who is experienced in project management, project controls, budgeting/financing, critical path thinking, risk management & assessment, negotiating, planning, cost estimating, cost/benefit analysis, scheduling, and planning. ***Experience with technical writings and proposal documentation.***

Exceptional interpersonal skills reflecting the ability to inspire teamwork, confidence and cooperation amongst all stakeholders and partners coupled with collaborative consensus-building competencies. Strong verbal and written communication skills. Ability to drive strategic initiatives and to identify opportunities and act upon them to support the strategic goals of the company.

Undergraduate degree or Technical School certification (including Trade Certification) in appropriate discipline or equivalent. 10+ years of progressive experience in Heavy Industry – Turnaround Maintenance, Daily PM Maintenance and Project Management. 5-10 years of related field construction experience and Project Management Certificate would be an asset. Familiarity with HS&E and quality control legislation, requirements and systems used. First Aid, CPR.

Working conditions you can expect while performing your role include:

- Working in an office and/or field environment.
- Working in operating plant facilities including pulp mills, refineries, smelters.
- Working to deadlines and in some high stress situations (i.e. collections and meeting deadlines).
- Frequent travel and on call for emergencies as needed.
- May be required to work outside of normal work hours on occasion to meet the needs of the business.

About Us:

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader,

CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees. We have been certified as a Canadian Workplace Culture Leader and has earned the ranking of Canada's Top Workplace Culture Innovators!

CIMS LP is committed to ensuring that reasonable accommodations are made available to person with disabilities during the recruitment, assessment and selection processes and, in consultation with job applicants, provide reasonable accommodations upon request.

We welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

If you feel you are qualified for this role, please submit your resume to **RECRUITMENT@CIMSLTD.COM**

Only candidates who are most qualified for the position will be contacted.