



**Title:** Siding Project Manager

**Location:** 5651 70 St NW, Edmonton

### **Job Overview**

We have an exciting opportunity for a **Siding Project Manager** to join Empire Envelope in Edmonton, AB. The Siding Project Manager is responsible for leading siding construction projects from start to finish working directly with management, clients, field teams and subcontractors to deliver high quality results on-time and on-budget.

Your day-to-day responsibilities will include:

- Planning siding installation projects for timely completion.
- Liaising with Estimating Department for job accuracy and quantities.
- Coordinating with subcontracting installation crews, suppliers, and clients.
- Managing project budgets, change orders and material deliveries.
- Providing regular progress updates and resolving on-site issues.
- Performing site inspections, consisting of pre-installation, installation, and post-installation, ensuring quality standards are met/exceeded.
- Supervising trades, ensuring compliance with building codes, and conducting quality control inspections.
- Supervising and training team members on job tasks and safety protocols.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop and improve the skills of others through effective coaching and guidance.
- A creative problem solver; you think outside the box for solutions without fear of failure.

### **Essential Requirements**

- Minimum 5 years of experience in a supervisory/managerial capacity in the siding industry.
- Strong knowledge of siding installation processes and techniques.
- Ability to read and interpret blueprints and construction documents.
- Previous experience working directly with sub-contractors and home builder field staff.
- Knowledge of general construction practices in the residential construction industry.
- Valid driver's licence and access to a reliable vehicle. (A vehicle allowance and/or gas card will be provided by Empire Envelope).
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and remote access systems (NewStar Sales, or similar).

### **Working Conditions**

You primarily work in an office environment during regular business hours, with frequent site visits. Occasional overtime may be required.

## About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as they have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all their customers. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** June 17, 2025

[Apply here](#)