



Title: Commercial Project Manager

Location: Office located at 1042 Waverley St, Winnipeg

Job Overview

Reporting to the Commercial Manager, as the **Commercial Project Manager** you will direct, coordinate, implement and control the specific awarded flooring projects. You also ensure projects are completed in alignment with prescribed budgets, timelines and standard quality.

Your day-to-day responsibilities will include:

- Managing the daily operations of a specific awarded project. Liaising with Sales and Estimating teams to review drawings, specifications and related documents to comprehend the project requirements.
- Conducting site inspections to assess readiness for installation prior to commencing work. Notifying and clarifying with related parties of any site condition issues or concerns.
- Coordinating with trades and sub-contractors for all labour throughout the project life cycle.
- Supporting the coordination of all project logistics and material deliveries. Monitoring material balances and turnover of all maintenance material packages.
- Developing and monitoring project schedules and preparing reports for monthly Progress Billings.
- Ensuring completion and sign-off of all deficiencies and warranty work.
- Reviewing and discussing with management on complete projects for future references and opportunities for improvements.

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.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Mindful; you respect diversity and deal with sensitive situations using high degree of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- Degree/Diploma in Commerce, Business Administration, Project Management, Interior Design or equivalent.
- Minimum 3 years of project management experience, preferably in the Construction industry.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and project management software (TeamWork, MS Project, or similar).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Working Conditions

You primarily work in an office setting during regular business hours with travel to sites required on a frequent basis. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime may occasionally be required.

About Us

The Floor Show was founded in Winnipeg in 1998. The company's products include flooring for new home construction, multi-family housing, retail, insurance, hospitality, light commercial and heavy commercial flooring. The Floor Show also has a window covering and countertop division. 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 reasons to come to work every day.

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