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## JOB DESCRIPTION

JOB INFORMATION	
<b>Position Title</b>	Project Manager - General
<b>Reports to</b>	TBD - Ronaye / Ripplewood

### Overview

Steel River Group is a privately held, Indigenous-owned management and development company dedicated to fostering sustainable economic growth and empowering Indigenous Nations across Canada.. Rooted in the belief that business can drive meaningful change, we work collaboratively with Indigenous communities, industry partners, and local stakeholders to create lasting social and economic impact.


Our model is built on fostering meaningful partnerships, capacity building, and ensuring community inclusion in every aspect of our projects. Steel River Group’s strength lies in our ability to align opportunities between communities and industry while delivering high-quality projects safely, on time, and on budget.

We are seeking a highly motivated, self-starting Project Manager to join our growing construction management team. This role provides the opportunity to work on a diverse range of projects, including commercial and multi-family residential builds, earthworks and civil infrastructure, site preparation, underground utilities and environmental. The Project Manager will uphold SRG’s values of accountability, collaboration, and community while delivering results across all project phases.

The ideal candidate will bring both construction expertise and strong writing skills comfortable managing multiple projects simultaneously, producing clear and professional proposals, reports, RFIs/RFQs, and cost estimates. If you are adaptable, organized, and passionate about making a difference through the work you do, we want to hear from you.

### Key Responsibilities

- Lead the planning, execution, and completion of construction projects ranging from vertical builds (commercial/multi-family) to horizontal works (earthworks, site services, underground infrastructure).
- Manage and coordinate subcontractors, suppliers, consultants, and trades to ensure projects meet scope, budget, and schedule targets.
- Prepare and review project budgets, schedules, and cost estimates.
- Develop and submit proposals, studies, scopes of work, RFQs (Requests for Quotes), and RFIs (Requests for Information).
- Write professional reports, project updates, and other project documentation with a high level of clarity and accuracy.
- Administer contracts, track project progress, and manage change orders.
- Lead project meetings, facilitate clear communication across all stakeholders, and maintain strong client relationships.
- Monitor site activities, ensuring adherence to safety protocols, quality standards, and regulatory compliance.

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- Actively identify and mitigate risks, resolve project challenges, and recommend solutions.
- Manage and support procurement of materials, equipment, and services in coordination with the estimating and field teams.
- Adapt and respond quickly to shifting project priorities while managing several projects concurrently.
- Demonstrates and communicates Company values, vision and safe behavior.
- Other duties and tasks as assigned deemed appropriate by management.

## Job Requirements

### Qualifications

- Bachelor's or master's degree in construction management, civil engineering, Environmental or related field is preferred.
- Project Management Professional (PMP) Certificate from the Project Management Institute (PMI) or similar is preferred.
- 5+ years of experience in project management within commercial construction, civil/earthworks, or site preparation environments.

### Experience


- Experience with project estimating including generating estimating submission documents.
- Previous experience managing multiple projects considered an asset.
- Demonstrated ability to write clear, concise, and professional proposals, scopes of work, reports, and project-related correspondence.
- Solid understanding of construction best practices, building codes, and permitting processes.
- Experience working with Indigenous communities is considered an asset.

### Skills and Knowledge

- Self-motivated, proactive, and capable of working independently with minimal supervision.
- Strong understanding of projects, grants, and contract documentation.
- Strong organizational skills with the ability to multi-task and pivot between diverse project types.
- Exceptional written and verbal communication skills.
- Competent in project management software (e.g., MS Project), PM Software's (Knowify, Monday) and general office tools (MS Office Suite).
- Collaborative, solutions-driven, with a focus on building strong relationships with clients, trades, and team members.
- Commitment to safety, quality, and professionalism.

## Working Conditions

- Mix of office and on-site work environments.
- Occasional travel to project sites as required.
- Flexible working arrangements may be considered depending on project needs.

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## Compensation

- **Salary and Contract Position Accepted** – compensation package will be commensurate with experience and qualifications.
- Additional details to be discussed during the interview process.

## Acknowledgement

This job description is an overview of the duties, responsibilities, and requirements of the position. All job requirements in this job description indicate the minimum level of qualifications, knowledge, skills and/or abilities deemed necessary to perform the job competently. Employees may be required to perform other job-related assignments or duties as requested. These duties may fall out of the scope as described to support the business in whatever capacity deemed required.

I (*print full name*), \_\_\_\_\_ have read and understand the job requirements, responsibilities and expectations set forth for my position. I acknowledge and agree that I am able to perform the essential job functions stated above.

\_\_\_\_\_  
Signature of Acceptance

\_\_\_\_\_  
Date