



Project Manager – Job Description

Company:	PE Real Estate Solutions Inc.
Position:	Project Manager
Hours:	Full-time
Location:	Windsor, Ontario
Compensation:	\$35/hour + Benefits

Company Overview

PE Real Estate Solutions Inc. is the premier residential real estate investment company in Windsor specializing on lower to mid-level flips and having completed over 60 projects over its first 4 years. We promote a team and family atmosphere which spreads camaraderie throughout. As a company that practices entrepreneurship, we encourage all of our team members to consider their position their own business to learn, grow and master. We believe that how you do anything is how you do everything, so we push ourselves, never settling for average. Having good times in and outside of the office, embracing our individual uniqueness and always taking it to the next level is how we live!

Position Overview

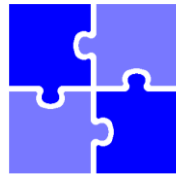
Are you a proficient project manager with the technical and leadership skills to complete construction projects from A to Z? Do you do things the right way, without cutting corners? Is it important for you to have a position with a clear path for growth opportunities and work for a company that puts integrity above all else? Do you want to work with an established real estate redevelopment company that buys, fixes, and sells residential real estate properties? PE Real Estate Solutions is looking for a high-quality individual to manage all of its construction projects.

As the Project Manager, you will lead PE Real Estate Solutions through entire construction projects. The systems we have prepared will guide you through the initial repair estimate of the project, identifying a budget, and generating a quality end-product that is completed on time and on budget.

Purpose of position

As the Project Manager, your mission is to:

- Lead PE Real Estate Solutions through the construction processes for all their projects.
 - Identify repairs needed and estimated budgets.
 - Prepare detailed scopes of work and project schedules for general contractors.
 - Manage projects during construction through to the final punch list.
 - Work and network with architects, inspectors, city planners, all levels of contractors, stagers, realtors, and many more real estate professionals.



PE REAL ESTATE SOLUTIONS

INTEGRITY COMMITMENT KNOWLEDGE

- Prepare PE Real Estate Solutions for future construction projects.
 - Evaluate results of existing and completed projects to improve the efficiency of future projects.
 - Grow the network of contractors available to work with PE Real Estate Solutions.
 - Network with other investors, project managers, city officials, etc., to always stay ahead of the curve with regards to the methods and directions of each construction project.

Key Competencies

Competencies	Definition	Minimum Acceptable Rating*
1 Intelligence	Ability to acquire understanding and absorb information rapidly. A quick study.	4
2 Analysis Skills	Identified significant problems and opportunities. Analyzes problems in depth and effectively, and reaches appropriate conclusions.	4
3 Leading edge	Constantly benchmarks best practices and expects others to do the same.	3
4 Integrity	Ironclad. Does not ethically cut corners. Earns trust of co-workers and clients. Puts organization above self-interest.	5
5 Resourcefulness/ Initiative	Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented “doer”.	4
6 Organization and Planning	Plans, organizes, schedules and budgets in efficient, organized manner. Focuses on key priorities.	5
7 Excellence	Sets high stretch standards of performance for self and others. Low tolerance for mediocrity. High sense of responsibility.	4
8 First Impression	Professional in demeanor. Creates favorable first impression – body, language, eye contact, posture, etc.	4
9 Likability	Puts people at ease. Shows emotional intelligence. Warm, sensitive, compassionate. Not arrogant. Friendly, sense of humour, genuine.	4
10 Team Player	Reaches out to peers. Overcomes we-they. Approachable. Leads peers to do what is best for company.	5
11 Communication – Oral	Communicates well one-on-one, in small groups, in public, and on the phone. Fluent, quick on feet, command of language. Keeps people informed.	4
12 Communication – Written	Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.	3
13 Goal Setting	Sets fair stretch goals for self and others. Encourages individual initiative.	4
14 Enthusiasm / Passion	Exhibits dynamism, excitement, and a positive can-do attitude.	5
15 Ambition	Desires to grow in responsibility and authority.	5

*1 = Poor, N/A; 2 = Only Fair; 3 = Good; 4 = Very Good; 5 = Excellent