LIVINGSTONE LANDSCAPING
Quality, Creativity, Technical Expertise

Junior Project Manager – Landscape Construction

Build Outdoor Spaces. Coordinate Great Projects. Grow Your Career.

This is a landscape construction job.

We're looking for an organized, proactive, and people-focused **Junior Project Manager** to help coordinate real-world landscape construction projects from planning through completion.

In this role, you'll work with **landscape crews, Foremen, subcontractors, suppliers, Project Managers, and homeowners** to help turn plans into finished outdoor spaces.

You'll spend time both **in the field and in the office**—visiting active job sites, checking project progress, coordinating materials and deliveries, reviewing plans, communicating with crews, and helping keep projects organized and moving forward.

If you enjoy being around construction, solving problems, working with people, and seeing tangible results at the end of the day, this could be a great opportunity to grow your career.

This is an excellent role for someone with experience or interest in **landscaping, landscape construction, construction coordination, or project administration** who wants to develop into a strong Project Manager and future leader.

What You'll Do

As a Junior Project Manager, you'll support the planning, coordination, and execution of multiple **landscape construction projects** at different stages.

You'll work closely with Senior Project Managers, Foremen, field crews, subcontractors, suppliers, and clients to help keep projects safe, organized, on schedule, and within budget.

Your responsibilities will include:

- Review landscape construction plans, project specifications, estimates, and documentation
- Help prepare job folders, project checklists, schedules, and required paperwork
- Attend weekly scheduling and project coordination meetings
- Visit active landscape construction sites to check progress and identify potential issues

- Communicate regularly with Foremen and field crews to understand project needs and progress
- Coordinate material orders, deliveries, equipment, and site logistics
- Communicate with suppliers, subcontractors, and other trades
- Assist with safety documentation and ensure company safety procedures are being followed
- Track project budgets, labour hours, materials, and timelines
- Help coordinate inspections, permits, and change orders
- Support Foremen with project priorities, materials, and scheduling needs
- Help coordinate daily and weekly project schedules
- Communicate project updates with clients and internal teams
- Keep project information, schedules, budgets, and documentation organized and up to date
- Help identify problems before they become delays or added costs
- Support Senior Project Managers with the successful completion of projects

What You'll Be Doing in the Field

You'll regularly visit active construction sites and work alongside our field teams.

You may find yourself:

- Walking active landscape construction sites
- Meeting with Foremen and crews
- Reviewing project progress against plans
- Checking materials and site conditions
- Coordinating deliveries
- Meeting with homeowners and clients
- Working with subcontractors
- Identifying site challenges and helping find solutions

- Seeing patios, retaining walls, outdoor kitchens, walkways, planting, and complete backyard transformations take shape

You don't have to be a landscape construction expert on day one—but you should be genuinely interested in learning how outdoor construction projects are built.

What Makes You a Great Fit

We're focused on your potential, attitude, and ability to learn—not just a specific number of years of experience.

You'll thrive in this role if you are:

- Highly organized and detail-oriented
- A strong communicator who is comfortable working with different personalities
- Proactive and able to think ahead
- A practical problem solver who enjoys finding solutions
- Comfortable managing multiple projects, priorities, and deadlines
- Able to take ownership and follow through on commitments
- Calm under pressure and adaptable when plans change
- Comfortable working both independently and as part of a team
- Interested in construction and how projects are built
- Comfortable communicating with field crews and working in an outdoor construction environment
- Willing to learn the technical side of landscape construction and project management

Experience in landscaping or construction is an asset

We'd also be interested in candidates with experience in:

- Landscape construction
- Construction coordination
- Project administration
- Site coordination

- Building or skilled trades
- Equipment or material coordination
- Estimating or scheduling

If you're organized, dependable, good with people, and interested in learning how to manage real-world construction projects, we want to hear from you.

What You Bring

- Strong organizational and problem-solving skills
- Confidence communicating with clients, crews, subcontractors, and suppliers
- Ability to read and interpret plans—or willingness to learn
- Proficiency with Microsoft Office and willingness to learn project management software
- Strong attention to detail and follow-through
- Valid Class 5 Manitoba driver's licence
- Commitment to safety, quality, professionalism, and teamwork
- Willingness to regularly visit and work around active construction sites

Why You'll Love Working Here

This is an opportunity to build a career in **landscape construction project management** while working on projects you can actually see come to life.

You'll have the opportunity to:

- Work on meaningful outdoor construction projects
- Spend time both in the field and in the office
- Learn from experienced Project Managers and field leaders
- Work directly with Foremen and construction crews
- Develop your project coordination, scheduling, budgeting, and leadership skills
- Learn the ins and outs of landscape construction
- Take on increasing responsibility as your skills grow
- Grow toward a Senior Project Manager or Project Manager role

- Be part of a supportive team that values quality, communication, and continuous improvement
- Work for a company that takes pride in building exceptional outdoor spaces

Build Your Career With Us

We're looking for someone who wants to grow.

Your career path could look something like:

Junior Project Manager → Project Manager → Senior Project Manager

You don't need to know everything about landscape construction when you start. What matters is that you're organized, willing to learn, comfortable working with people, and excited to take on more responsibility.

Ready to Build Something Real?

If you're looking for a project management career where you can **leave the desk, visit active construction sites, work with crews, solve real problems, and see the results of your work**, we'd like to hear from you.

This is landscape construction project management. If that sounds like the kind of career you're looking for, apply today.