VACANCY: PROJECT MANAGER

Position: Project Manager
Date Posted: October 16, 2026
Location: Brandon, MB
Closing date for applications: The position will remain open until filled
Start date: As soon as possible

About the Role

Keller Developments is seeking a motivated and experienced **Project Manager** to join our team. **Reporting to the Director of Operations**, this role is responsible for overseeing and coordinating multiple construction projects from initial client engagement through to final project sign-off. The successful candidate will work collaboratively with fellow project managers and internal teams to ensure company schedules, budgets, and quality standards are consistently achieved.

You will also be responsible for maintaining accurate and up-to-date project documentation, including drawings, specifications, budgets, and cost tracking within our project management systems. This ensures clear visibility, accountability, and effective communication with senior leadership throughout the lifecycle of each project.

Requirements

- Minimum 3–5 years of experience in construction project management (commercial and/or large-scale residential preferred).
- Strong understanding of construction methods, materials, building codes, and the full building lifecycle.
- Proven ability to manage multiple large-scale projects simultaneously without schedule conflicts.
- Excellent written and verbal communication skills, with the ability to effectively engage owners, consultants, subtrades, site teams, and senior leadership.
- Demonstrated ability to manage client relationships and deliver a high standard of customer service.
- Strong organizational skills with exceptional attention to detail.
- Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Confident conflict resolution skills; able to be professional, persuasive, and assertive when required.
- Proficiency in construction management software (e.g., Procore or similar), Microsoft Office, and general computer systems.

- Ability to work both independently and collaboratively within a team environment.
- A valid Class 5 driver's licence.

Key Duties

Safety

- Promote and maintain safety as the top priority on all projects.
- Ensure compliance with applicable legislation, company safety policies, and COR certification requirements.

Sales & Pre-Construction

- Develop and maintain industry relationships to generate project leads and support business development initiatives.
- Document and track project leads and communications within the company CRM system.
- Meet with clients to understand project scope, budget, and expectations; manage expectations throughout the process.
- Develop preliminary budgets, proposals, and pricing for review with management.
- Prepare and issue tender packages, including scope of work, specifications, and estimates.
- Prepare construction contracts and review scope, pricing, and schedule with clients to obtain signed agreements.

Design and Regulatory Coordination

- Define project scope and coordinate with designers, architects, and engineers to develop construction-ready drawings.
- Ensure compliance with building codes, local by-laws, and life safety requirements.
- Coordinate with Authorities Having Jurisdiction (AHJ) to secure required permits and approvals.
- Arrange and manage required inspections for occupancy, warranty, and energy efficiency.
- Manage and close out deficiency lists.

Resource and Construction Management

- Interpret drawings and specifications to ensure alignment with scope, budget, and client selections.
- Issue purchase orders and subcontract agreements; manage material procurement and lead times.
- Coordinate scheduling of materials, equipment, tools, and internal resources.
- Collaborate with Site Supervisors and Foremen to address delays, quality concerns, material shortages, and schedule adjustments.
- Work with other Project Managers to allocate labor and subcontractors efficiently across company projects.

Project Administration and Financial Control

- Monitor project budgets, schedules, and performance, report progress and variances to management and clients.
- Manage project cost tracking, invoice approvals, and financial documentation within the project management system.
- Administer change orders, including pricing, documentation, client approvals, and coordination with site teams and subcontractors.
- Prepare and submit monthly progress billings and status reports.
- Support accounts receivable follow-up and notify management of payment concerns.
- Complete project handover documentation, including Operation and Maintenance manuals where required.
- Conduct post-project reviews to compare final costs to estimates and improve future pricing accuracy.
- Perform other related duties as assigned.

Compensation and Benefits

- We offer competitive wages and a benefits program. Wages to be discussed based on experience.
- Group health benefits and company matched RRSP after successful completion of probationary period.
- Free gym membership.

How to Apply

- Send your resume to recruitment@kellerdevelopments.com
- **IMPORTANT!** Please use the subject line in your email: #**KDCARM-Manager**
  - ***Applications without the correct subject line may not be reviewed.***

We thank all applicants for their interest in joining Keller Developments. **Only candidates selected for an interview will be contacted.** If you do not hear from us within two weeks of submitting your application, please consider your application unsuccessful.

About Keller Developments

Keller Developments is a locally owned construction and real estate development company headquartered in Brandon, Manitoba, serving communities across Southwestern Manitoba. We deliver residential, commercial, and multi-residential projects through an integrated design-build approach, working closely with our in-house teams and trusted trade partners. Built on a foundation of quality

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workmanship, collaboration, and community commitment, Keller Developments offers long-term career opportunities for people who take pride in building spaces that serve where we live and work.

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