



Position: Project Manager

Reports to: VP, Corporate Development

Position Overview

The Project Manager is the primary point-person responsible for collaborating with internal and external stakeholders to ensure projects are delivered on time, within budget, and according to specifications. To achieve these important goals, the Project Manager will work with the client and other stakeholders to define project requirements, acquire project resources, negotiate cost of good sold, and will oversee the project for end to end. Efficient delivery of project deliverables, clear communication of expectations, and upward reporting to Senior Management are critical tasks that must be performed throughout each projects lifecycle. A project manager must view each job as if it was their own, just like any sales rep.

Job Duties

- Place orders and assist with quotations, as required
- Place Purchase Order's and follow up on factory orders
- Think critically and analyze each job to foresee and any problems
- Track 'Red File Order' projects with tight deadlines
- Organize shipping, per customer requests (Direct Driver and Rottie Express)
- Follow proper procedures as set by head office (training to be provided)
- Active liaison with Contractors responsible for acquiring information such as pricing, timing, quantities, specifications, etc.
- Communicate contractor specifications to sales representatives and managers
- Act in a timely manner with regards to discontinued products (ensuring clients and sales reps are aware right away.
- Collaborate with Shipping regarding inventory and product arrival (containers)
- Act as back-up to other staff members as required
- Performs other duties as required

Requirements

- Minimum 3 years direct work experience in project management or a related field.
- Able to effectively communicate, both verbally and in writing, with all levels of the organization.
- Demonstrated success in project delivery and execution of project management methods.
- Highly effective negotiation and conflict resolution skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Able to work efficiently as a part of a team as well as independently.
- Exceptional organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to detail in all areas of work.
- High level of personal integrity.



- Computer literate, including effective working skills of MS Word, Excel and e-mail.

Core Competencies

- Excellent communication skills, written and oral
- Customer focus
- Impeccable organizational skills
- Adaptability and flexibility
- Attention to detail and patience
- Team work
- Accountability and dependability

Why Stone Tile?

Our attitude, approach and entrepreneurial spirit sets us apart from our competitors. We know our success comes from our people and we place a high emphasis on their wellbeing.

Stone Tile is rapidly growing as a company and we believe all members of our family should do the same. We care about our employees, which is why we believe in personal and professional growth and will work diligently to provide the support needed for you to reach your goals.

Perks and Benefits

- Flexible paid time off- float and sick days are provided annually
- Frequent team outings and company wide events including long weekends BBQs, Employee Appreciation Day, games night, bagel breakfast, holiday party and many other events put together by our social committee!
- New parent benefit bonus
- Free parking
- Employee Referral Bonus
- Milestone Service Award
- Commitment to professional growth

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.