



DEVELOPMENT OR PROJECT MANAGER ~ ZIBI

Reporting to: Senior Director, Project Delivery

Full-time

Based in: Ottawa, ON or Gatineau, QC

JOIN THE GREENEST REAL ESTATE DEVELOPER IN THE COUNTRY

Windmill Developments (<http://windmilldevelopments.com>) is a leading green real estate development firm aimed at changing the development paradigm in Canada towards true sustainability. Windmill is seeking an experienced Development or Project Manager to lead part of the ongoing phases on work associated with the Quebec and / or Ontario phases of the Domtar Lands Redevelopment (ZIBI) project (<http://www.zibi.com>). Ability to work in both French and English preferred.

PROJECT OPPORTUNITY:

In the immediate term of your employment, you will be deployed as significant addition to the Ontario and / or Quebec Project Team of the Domtar Lands Redevelopment Project. Phase 1 in Ontario and Quebec are underway and primarily consists of Heritage industrial buildings to be re-purposed as commercial office and retail, a low-rise residential condominiums, a mid-rise residential condominiums, podium commercial office and retail spaces, a large landscaped plazas, and the underlying parking garages. Significant infrastructure requirements are in the planning stages, with development permits issued on the Quebec side and pending Site Plan Control for Phase 1 on the Ontario side. The first Ontario building, block 205A called Kanaal was launched in November 2015, with an expected Construction start date of early fall 2016, and occupancy dates ranging from late 2017 through late 2018. The first Quebec building, block 13 called O was launched in Summer 2015, with an expected Construction start date of Summer 2016, and occupancy date in late 2017.

Planning for Phase 2 pipeline condominium and commercial retail and office developments will commence in fall 2016, timing coordinated with sales and leasing.

This initial project management opportunity may be part of the Ontario and / or Quebec Project Team, depending on launch and sales of new condominiums in Phase 1.

RESPONSIBILITIES:

The Development or Project Manager provides overall management of development(s) from project inception, through design management, municipal approvals, construction, and ultimately post occupancy to deficiency closeout.

- Responsibilities include all aspects of coordination for budget, scope, quality and schedule for projects for which you have been assigned. In conjunction with the Windmill Senior Management, you will develop a project budget and then take responsibility to manage the budget including authorizing payment milestones to Professionals and Contractors.
- You will be responsible for timely and accurate reporting to Windmill Senior Management, external project partners and investors.
- In your reporting, you will clearly identify areas of project risk that need to be escalated within Windmill.

- You are expected to have strong communication skills, both written and oral in English to ensure all stakeholders understand your direction as it relates to the concerns and the best interest of Windmill. (Note - bilingual French speaking preferred)
- You will liaise with Sales and Marketing to eliminate disconnects between what we are selling, and what we are building.
- You will lead effective and efficient meetings with internal parties, municipal officials having jurisdiction for approvals, external design professionals, and contracting partners. You will monitor, interpret, and forecast project financial requirements to ensure an accurate cash flow projection.
- The concept of sustainability will be infused in your decision making process to ensure Windmill's mission will be upheld. You will contribute your experience, knowledge and creativity to solve the complex challenge of delivering green buildings in the current economy.

QUALIFICATIONS:

Education Requirements:

An educational background in Architecture, Engineering or related technical field is an asset, but a proven experiential track record for delivering exemplary mixed-use projects in a real estate development environment is more important.

Experience Required:

The ideal candidate has 10+ years of experience directing real estate projects of increasing scope and complexity, through development and overall project cycle – design / construction / close out.

Knowledge, Skills and Abilities:

The successful proponent brings exceptional management skills to quickly transform the concepts of the Master Plan into a tangible project scope, budget and schedule. The Development or Project Manager is an experienced leader with strong communication skills, who builds and leads consultant teams, operates with considerable autonomy, and has a strong personal commitment to Sustainability.

WORK ENVIRONMENT:

- Work will be a combination of office environment and site work.
- Project office currently located on the Domtar Lands, Ontario.
- Fast paced and autonomous environment with multiple and changing priorities.
- Must be comfortable to work within tight timeframes and deadlines.

SALARY RANGE & START DATE:

- Commensurate with industry norms.
- As soon as possible and negotiable for the most suitable candidate.

HOW TO APPLY:

Please send all CVs and Cover letters to career@windmilldevelopments.com

*no phone calls about this opportunity will be accepted

This is a great opportunity to join one of the nation's greenest and most innovative real estate developers and to grow with our team!