

Project Manager

Dartmouth, NS

Stantec's Buildings team is on a mission to become the world's leading integrated design practice. Our architects, engineers, interior designers, consultants, sustainability specialists, and technologists are passionate about the power of design. Our collaborative culture and our innovative, sustainable approach to projects help us create buildings that matter to our world.

Together, we are enhancing the quality of life globally through design.

Join us and design your place with Stantec.

Your Opportunity

As a Project Manager, you will work with some general guidance and direction from a Senior Designer or Architect as needed. You will be assisting on innovative and creative new prototypes designed with sustainable products with green architecture sensibility as your goals.

Your Key Responsibilities

- Responsible for managing complex tasks on medium to large size projects.
- Plans, organizes, and directs the work throughout the life of the project to successfully deliver the project to the client.
- Keeps the Principal in Charge informed of progress on project expectations, deadlines, and deliverables and understands the limits of the decision-making responsibilities of the role and respects the boundaries of the Principal in Charge's responsibilities.
- Leads the client and project team to assure that the project design meets the client budget, schedule, program, and design intent.
- Assists in the negotiation and development of project agreements.
- Develops and manages project budget, schedule, and overall work plan to realize target financial performance.
- Mentors Assistant Project Managers and motivates project teams.
- Assures that Project Management Framework tasks are timely completed and properly documented.
- Leads project coordination and owner/site meetings with internal team members and/or external consultants, owner and contractor and sub-contractors.
- Manages and tracks change orders, applications for payment by contractors and other contractual modifications impacting budget and schedule.
- Works with Operations Manager in determining project staffing needs and recommending personnel.
- Directs client invoicing and effectively manages collections.

Your Capabilities and Credentials

- Capable of simultaneously supporting one or more Principal's in Charge on multiple projects.
- Thorough understanding of accessibility codes, life-safety codes, building construction systems, means and methods, materials, and industry associated standards.
- Takes direction well, however, proactively takes appropriate action without requiring continued direction.
- Effectively manages multiple deadlines and priorities.
- Team player with the client, entire project team and contractor.
- Effective negotiator and communicator.
- Requires understanding of Microsoft Office Suite.

Education and Experience

Bachelor's degree. and Minimum 8yrs of related work experience within design and management.

Typical office environment working with computers and remaining sedentary for long periods of time. Field work may include exposure to the elements including inclement weather.

This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

About Stantec

Stantec is a global leader in sustainable engineering, architecture, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

Primary Location: Canada | NS | Dartmouth

Other Locations: Canada | NL | St. John'S

Organization: 1334 Buildings-CA Atlantic Canada-Halifax NS

Employee Status: Regular

Business Justification: Replacement

Travel: No

Schedule: Full time

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