

Project Manager

- Emp Type: Full time / Direct Hire
- Truro, NS, CA
- Wednesday, Sep 9, 2026
- Salary : 85,000 - 95,000 Annual
- Link: <https://www.synectics.ca/job-openings/job/project-manager-truro-ns-ca?id=EXT-1256>

Job Summary:

We are seeking a motivated and experienced **Project Manager**.

Key Responsibilities

- Lead project teams in developing construction plans, schedules, submissions, and startup meeting documentation.
- Plan, organize, direct, control, and evaluate daily project operations.
- Maintain accurate daily project diaries documenting progress, changes, issues, and site activities.
- Coordinate subcontractor responsibilities and resolve project-related problems and disputes.
- Review and interpret project contracts, drawings, specifications, quantity sheets, and related documents.
- Prepare and issue subcontracts and major purchase orders.
- Negotiate revisions, changes, and additions to agreements with engineers, consultants, clients, suppliers, and subcontractors.
- Monitor project performance, costs, schedules, and overall progress.
- Prepare and distribute regular project updates and reports to relevant stakeholders.
- Maintain and update project schedules, safety requirements, and quality control procedures.
- Organize, lead, and attend project progress meetings.
- Prepare, review, and distribute meeting minutes as required.
- Ensure project documentation is accurate, complete, and submitted on time, including:

- Change orders
- Progress payments
- Subcontractor payment certificates
- Claims
- Project closeout documents
- Warranty information
- Assist with the supervision and coordination of site staff.
- Coordinate and manage project HSEQ requirements.
- Ensure all work is completed in accordance with quality, health, safety, and environmental standards.
- Assist with estimating activities, including bid take-offs, obtaining subcontractor and supplier pricing, and tender preparation.

Qualifications and Skills

- University degree in Civil Engineering, college CET diploma, or a combination of relevant education and experience.
- Minimum of **5 years of heavy civil construction experience**.
- Experience with concrete construction, structural rehabilitation, or restoration projects is considered an asset.
- Strong written and verbal communication skills.
- Ability to build trust and maintain effective working relationships with project teams, clients, subcontractors, suppliers, and other stakeholders.
- Strong leadership, conflict-resolution, and decision-making skills.
- Ability to manage multiple priorities and work effectively in a challenging, deadline-driven environment.
- Excellent organizational skills, attention to detail, and follow-up.
- Highly reliable, self-motivated, and willing to take ownership of responsibilities.
- Ability to work extended hours and various shifts, including nights and weekends, depending on project requirements.
- Proficiency in Microsoft Office, including Word and Excel.
- Experience with MS Project scheduling.
- Sound knowledge of basic accounting principles.
- Valid full driver's license.

What We Offer

- Competitive salary
- Group benefits, including health, dental, and life insurance
- Group RRSP plan
- Two weeks of vacation, plus one week off at Christmas
- Vehicle and/or car allowance

Job Type: Full-time, Permanent

Work Location: In person