

**Job Vacancy**  
**Operations Manager / Project Manager – West Sixth Construction**

**Company Overview:** We are a Fort St. John construction company with a small but dedicated team of around 10 individuals. Our commitment to quality and transparency has propelled us forward in the industry. Our management team is growth-focused and actively seeking opportunities to expand our horizons. Currently, we are seeking an accomplished Operations Manager / Project Manager to join our ranks and contribute to our ongoing success.

**Position:** Operations Manager / Project Manager

**Location:** Fort St. John, BC

**Opportunity:** With a history of excellence and a team of professionals, we are proud to maintain a reputation for quality and integrity in the construction sector. The role of Operations Manager / Project Manager is pivotal to our continued growth and development, and as the company continues to grow, the successful applicant may have an opportunity to focus exclusively on one of these functions.

**Responsibilities:**

- Take an active role in the day-to-day operations, ensuring efficient project execution and seamless team coordination.
- Lead the development and implementation of company policies, ensuring adherence to industry standards and regulatory requirements.
- Undertake general administrative tasks, including data entry, to facilitate the smooth functioning of operations.
- Generate new leads and meet with potential new clients to nurture opportunities for new projects.
- Participate in development of project estimates and preparing bid submissions for new projects.
- Help manage project budgets and schedules, and ensure project deliverables are met with excellence.
- Develop new subcontractor relationships and foster existing relationships
- Coordinate the activities of subcontractors, ensuring their work aligns with project goals and quality standards.
- Help to establish a culture of continuous improvement and professional development.
- Help drive marketing initiatives and maintain a strong presence on social media platforms.

## Qualifications:

- Exceptional communication, leadership, and interpersonal skills.
- Strong aptitude for business development and lead generation.
- Ability to manage multiple responsibilities and tasks efficiently.
- Proven track record in project management, showcasing successful project delivery and team leadership.
- Comprehensive understanding of construction practices and industry regulations.
- Bachelor's degree (or relevant experience) in Construction Management, Business Administration, or a related field.

## Perks and Benefits:

- Flexible work arrangements
- Competitive compensation.
- Opportunity for professional growth within a dynamic organization.
- Collaborative and professional work environment.

**Application Process:** If you possess the qualifications and skills required for this role, we invite you to submit your resume and a cover letter outlining your suitability for the position. Please send your application to [Careers@WestSixth.ca](mailto:Careers@WestSixth.ca) . Kindly note that only candidates selected for an interview will be contacted.

**Take the next step in your career and join a company that values excellence and innovation in every aspect of construction. Apply today and become an integral part of our accomplished team.**