



## Winnipeg Housing Rehabilitation Corporation

**Title:** Assistant Project Manager

**Closing Date:** May 31, 2018

**Reports to:** Director, Development and Construction

**Salary:** Competitive; based on qualifications and experience; includes comprehensive benefits package

**Hours:** 37.5 hours per week, may include weekend and evening work to meet project deadlines

The Assistant Project Manager will assist the Director and the Manager Building Services with the development of new housing projects, major building retrofits and renovations. This position will assist with a range of activities including the development of conceptual projects and proposals, acquisitions of properties, research and coordination of regulatory requirements such as zoning and development applications, engaging and soliciting the support of communities, site supervision, plan review, marketing, reporting and other tasks related to the development of affordable housing.

### **Qualifications:**

The successful candidate should have post-secondary education and a combination of educational, technical and practical knowledge and experience related to the skills required to perform the duties of the position including:

- Knowledge of construction techniques and building codes for small residential and multi-family commercial construction
- The incumbent must have strong computer skills including at minimum, Word, Power Point, Excel, and Outlook
- Experience working with trades and industry professionals
- Able to read and analyze building plans
- Demonstrate strong organizational, time management, verbal and written communication skills
- Demonstrate ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Experience with research, report writing, scheduling and budgets.

### **Desirable:**

- AutoCAD and Drafting skills
- Experience with funding and knowledge of government housing grants and incentive programs
- Experience with public speaking
- Knowledge of energy efficiency and sustainable development

The successful candidate will have a reliable vehicle and a valid driver's license and be physically able to attend construction sites to perform inspections and supervision of work under progress.

Applicants are asked to send their cover letter and resume to [careers@whrc.ca](mailto:careers@whrc.ca) referencing **Assistant Project Manager** in the subject line. Your cover letter & resume must clearly indicate how you meet the qualifications.

We thank all who apply however, only those selected for further consideration will be contacted.