



Project Manager

Burlington, Ontario (GTA)

JOB TYPE: Full-time, Permanent

Hallett Homes builds well-made, elegantly crafted homes in the most desirable locations across the GTA. We're looking for a versatile Project Manager to lead and support all aspects of our construction projects — in the office and on site, from planning through to homeowner handover.

This role suits someone ready for a new challenge who wants to help shape the next phase of Hallett Homes' growth, in a fast-paced, industry-leading team environment.

ROLES & RESPONSIBILITIES

- Plan, organize, and control multiple construction projects from start to finish, in line with schedule, specifications, and budget.
- Ensure project budget, schedule, quality, and delivery align with the scope of work.
- Forecast performance issues and work with construction leadership to implement changes; conduct risk assessments and put mitigation strategies in place.
- Collaborate with architects, engineers, and other stakeholders through the design and planning process for new projects.
- Establish a cost control program and cash flow forecast for each project, and maintain cost controls to protect project profitability.
- Assist in coordinating the land acquisition process, from initial planning and registration through to the start of construction.
- Prepare and maintain construction schedules by studying plans and updating specifications, identifying efficiencies across multiple projects.
- Provide administrative support across all aspects of the project.
- Collaborate with the design team and participate in client design meetings to help finalize contract documents in real time.
- Coordinate the submission of building permit applications with the relevant municipalities.
- Review and manage trade contractor claims for extra costs.
- Walk through homes to confirm scopes of work are being executed to the highest standard.
- Communicate regularly with team members, stakeholders, and clients; respond to homeowner inquiries by phone, email, and letter.

- Ensure all project documents are uploaded into the system.
- Keep homeowners informed on the progress of their home, and arrange frame walkthroughs and Pre-Delivery Inspections.
- Issue delayed closing letters and construction notices — including curb, sidewalk, paving, sod, and asphalt installations — and correspondence regarding security deposits.
- Inform utility companies of closing schedules.

QUALIFICATIONS

- Minimum 5 years of construction-related experience in a similar role.
- Ability to read drawings and blueprints, and ensure all relevant technical detail is accurate.
- Strong knowledge of construction procedures, materials, and the Ontario Building Code.
- Ability to work independently and lead a team as an effective communicator.
- Skilled in Excel and other MS Office programs.
- Newstar experience is an asset.
- Excellent customer service and interpersonal skills.
- Well organised, with the ability to multi-task and meet competing deadlines.

HOW TO APPLY

If you meet the qualifications above, please send your resume, references, and job history to careers@halletthomes.com.

Know someone who fits this description? Send it their way.

We thank all applicants for their interest; only those selected for an interview will be contacted. No phone calls, please.