



Project Manager – Kimberley Region

Pindan is one of Western Australia's leading and fastest growing building construction and development management companies. Pindan's expertise includes commercial and residential building projects, such as multi-residential, medium density developments, aged-care facilities, resorts, colleges, offices, warehouses etc.

We are seeking the services of an experienced and highly motivated Project Manager with strong communication and interpersonal skills to work within our Contracting Division in the Kimberley region. The successful applicant will have Tertiary building qualifications, with a minimum of 5 years previous experience in a similar role. A competitive salary package will be negotiated.

Written applications should be forwarded to:
Lynn Hanich - Human Resources Manager
Pindan Pty Ltd, PO Box 93, Belmont WA 6984
or emailed to jobs@pindan.com.au

Job Description

Position Title: Project Manager	Division/Dept: CONTRACTING
Reports to: OPERATIONS MANAGER	Location: Varies depending on job location
<p>Position Purpose: <i>The key responsibilities of this position are to oversee building construction and control of all aspects of site operations; including implementing and monitoring strict quality control and health and safety procedures, plus ensuring that the project runs to schedule and within budget. Outlined below are the required key competencies necessary to undertake the role.</i></p>	
<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Supervise and co-ordinate all site activities including labour. • Ensure effective planning and communication of all activities. • Participate in tender handover meeting. • Ensure a full understanding of drawings and specifications. • Ensure compliance with the company's OH&S Management System. • Conduct Site Safety Inductions for all new starters and the recording of such inductions. • Recording of all site records including RFI's, daily site diary, required safety records, any verbal instructions for architects/consultants, etc. • Chair and minute tool box meetings. • Chair regular subcontractor meetings (preferably fortnightly) with CA present to take minutes. • Assist subcontractors in the preparation of JSA's when required. • Short term programming and assisting the Operations Manager with review of master programmes. • Ensure that the quality of work produced by all staff and subcontractors complies with specifications/drawings and meets all requirements including deadlines. • Ensure that all local authority and statutory requirements are adhered to. • Ensure all plant and equipment is correctly maintained. • Ensure that site security and public protection standards are adhered to. • Manage day to day industrial relations issues in accordance with company policy. • Liaise with statutory authorities including WorkSafe and local councils. • Ensure use of internal resources when in doubt. • Ensure team building between all parties on site including client's representatives and consultants. • Liaise with estimating team with build-ability issues when requested. 	
<p>Knowledge and Skill Requirements:</p> <p>Must have a sound knowledge of the construction industry, plus:</p> <ul style="list-style-type: none"> • Excellent communication skills and the ability to motivate teams of workers • Planning and organisational ability • Skill in interpreting drawings and understanding specifications on building plans • Technical ability • Skills in making calculations. • Building methods and materials • Building standards and regulations and ability to accurately interpret read plans and diagrams • Quantity, quality, cost control and general purchasing • Safety methods and procedures used on building sites • Staff management 	
<p>Education or Equivalent experience:</p> <ul style="list-style-type: none"> • Minimum 5 years experience. • Tertiary building qualification is advantageous but a proven track record is more desirable. 	