



Millwright & Rigging Project Manager

About Vollmer

Vollmer is a multi-trade contractor that performs several services for our industrial, commercial, and institutional clients. From mechanical and electrical to data-communication and maintenance services, we are a leader in delivering multi-trade services throughout Ontario.

What sets Vollmer apart is our ability to pre-plan and coordinate projects; from controlling equipment schedules and material deliveries to finding and coordinating sub-trades. By excelling in these areas, we're able to execute an installation on time, within budget and most importantly, to our customers' satisfaction.

Vollmer believes that safety and quality do make a difference. We have developed an environment committed to continuous training and safety awareness. From president to craftsperson—safety awareness is a major priority.

The Vollmer Group of Companies have come to be recognized as the preferred multi-trade contractor and multi-trade service provider in Ontario.

Responsibilities:

Estimating:

- Evaluate project specifications, drawings, and requirements to determine resource needs and project scope.
- Prepare accurate cost estimates for labor, materials, equipment, and other project-related expenses.
- Collaborate with project managers, engineers, and clients to clarify project details and refine estimates as needed.
- Maintain a comprehensive database of estimating data, including historical project costs and industry benchmarks.
- Continuously monitor and update estimating processes to improve accuracy and efficiency.

Project Coordination:

- Coordinate project activities, including scheduling, resource allocation, and logistics planning.
- Collaborate with internal teams, subcontractors, and suppliers to ensure timely availability of resources and materials.
- Communicate project progress, updates, and potential issues to stakeholders, ensuring effective and clear communication channels.
- Conduct site visits and inspections to assess project requirements and monitor progress.
- Resolve any project-related conflicts, delays, or issues in a timely and efficient manner.

Documentation and Reporting:

- Prepare detailed project documentation, including reports, progress updates, change orders, and project closeout documents.

- Maintain accurate records of project costs, labor hours, and materials used.
- Review and analyze project data to identify areas for improvement and cost-saving opportunities.
- Provide regular reports and updates to management regarding project status, budget adherence, and potential risks.

Qualifications:

- 3-5 years' experience Managing Projects within the ICI sector.
- Extensive experience in millwright and rigging operations, including equipment installation, maintenance, and repair.
- Strong proficiency in estimating and project coordination, preferably within the industrial or construction sector.
- Excellent knowledge of estimating techniques, cost analysis, and project management principles.
- Familiarity with relevant tools, equipment, and machinery used in millwright and rigging activities.
- Ability to interpret technical drawings, specifications, and project requirements.
- Strong organizational and time management skills, with the ability to prioritize and multitask effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with cross-functional teams and stakeholders.
- Attention to detail and accuracy in estimating and documentation.
- Proficiency in relevant software applications, such as project management tools, cost estimating software, and Microsoft Office Suite.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Upon request, we can accommodate all applicants throughout the recruitment process. Due to the large volume of resumes we receive, we thank all applicants in advance for their interest, however only those under consideration will be contacted.