



## SHOP PROJECT MANAGER

### ABOUT US:

Lopes Limited is a renowned leader in providing innovative solutions and top-quality workmanship across various industries including industrial, mining, and commercial sectors. With over four decades of experience, we've earned a reputation for excellence, integrity, and teamwork. Our commitment extends beyond project success to the growth and development of our employees through comprehensive training and mentorship programs. Join us in our journey of delivering excellence in every project we undertake.

### POSITION OVERVIEW:

We are currently seeking an experienced and driven Shop Project Manager to join our dynamic team at Lopes Limited. As a Shop Project Manager, you will be responsible for overseeing and driving the execution of shop projects from conception to completion. You will lead the project lifecycle, including gathering customer requirements, overseeing technical design, identifying materials needs, coordinating between all collaborators, and implementing project plans. Your role is crucial in ensuring that projects are completed on time, within scope, and budget, while maintaining the highest quality standards.

### FUNCTIONS/RESPONSIBILITIES

- Lead the planning, execution, and closing of shop projects, ensuring alignment with business objectives.
- Oversee project scope, technical documentation, and drawings, ensuring accuracy and completeness.
- Develop project quotations, perform material take-offs, and manage the procurement of vendor-supplied items.
- Plan, order, and coordinate materials, labour, and outsourcing to meet project timelines.
- Prepare and maintain comprehensive project documentation, including schedules, budgets, and progress reports.
- Proactively identify and mitigate risks impacting project cost, schedule, scope, or quality.
- Maintain detailed record-keeping and logs to ensure project transparency and accountability.
- Provide effective project control and oversight, supporting the project team throughout the lifecycle.

- Coordinate project activities with the production team and other stakeholders as required.
- Lead project coordination meetings, facilitating communication and collaboration across teams.
- Ensure compliance with industry, regulatory, client, and company standards throughout project execution.
- Perform additional tasks and responsibilities as assigned by management.

## **QUALIFICATIONS**

- Strong technical knowledge in mechanical or structural disciplines is required.
- Engineering degree/diploma preferred, or equivalent combinations of technical training and experience.
- Proven ability to read and understand construction drawings (mechanical and structural).
- Minimum of 5 years of experience in project management, with a track record of successfully managing complex projects.
- Exceptional leadership and team management skills, with the ability to guide and motivate project teams.
- Strong problem-solving abilities and the capability to manage multiple priorities in a fast-paced environment.
- Proficiency in project management software and tools, with a focus on the Microsoft suite, particularly Excel.
- Excellent oral and written communication skills, with the ability to engage and influence stakeholders at all levels.
- Well-organized, with strong attention to detail and the ability to multi-task effectively.

Please send your cover letter and resume to [jobs@lopes.ca](mailto:jobs@lopes.ca)

---

## **WHY CHOOSE LOPES AS AN EMPLOYER:**

- Competitive Salary
- Comprehensive Benefits including Dental, Vision, Disability and Life Insurance
- Company RRSP's
- Wellness and Employee Assistance Programs
- Opportunities to grow within your community
- Company Events

- Work-life Balance
- Culture that is built on Respect, Health and Safety and Integrity.

For more information about Lopes Limited visit our website at [www.lopes.ca](http://www.lopes.ca).

We thank all candidates for their interest but only those considered for an interview will be contacted.

Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to hire the most qualified individuals for each position based on experience and merit. Accommodation will be extended throughout the hiring process, as required and upon request.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

---