

JOB BRIEF - PROJECT MANAGER



POSITION: PROJECT MANAGER

Tomkins Commercial & Industrial Builders Pty Ltd
Brisbane, Gold Coast & Sunshine Coast
Full time

ABOUT US:

Tomkins Commercial and Industrial Builders is a family owned and operated construction company that has been delivering quality building solutions across the industry for over 70 years. We design and construct a wide variety of residential, commercial, industrial, and retail projects including special heritage ventures to each client's unique specifications.

With relationships at the core of our business, great people remain the key to our success. At Tomkins, we support our people to grow, learn, develop their skills, and reach their potential. Our strategy is to focus on creating a diverse and inclusive environment and to focus on creating a safe work environment where our people feel strongly connected to our values and objectives. Tomkins is committed to providing a work environment in which everyone is treated fairly and with respect.

We have an exciting opportunity available for a Project Manager to join our team – if you think you've got what it takes to join #TeamTomkins, [click to apply now](#).

MAIN RESPONSIBILITIES:

- Deliver projects safely, within time and budget constraints
- Ensure compliance with Building Approval and Development Approval conditions along with all other related statutory requirements
- Develop budget schedules with the Contracts Administrator and monitor during the construction process
- Ensure quality expectations of the client are exceeded
- High level of leadership and communication skills
- Manage client issues
- Manage local government and other statutory approvals process
- Manage design and construction process
- Identify, allocate and manage project risks
- Implement policies and procedures and carry out work safely and efficiently to protect people and the environment from harm
- Management of Quality Assurance, Health & Safety and Environmental project requirements.

WE ARE LOOKING FOR SOMEONE WHO HAS:

- Minimum of 5 years' experience in the Commercial Construction Industry managing all facets of project delivery
- Knowledge of design and construction contracts
- High level client management liaison skills
- Excellent communication, interpersonal and negotiation skills (both written and verbal)
- Proven problem-solving skills
- Head contract and subcontract management
- Proven experience in managing teams, design management, construction programming and risk management
- Extensive understanding and experience in project cost control and management
- Experience in certified AS/NZ 9001:2008 Quality Management systems, AS/NZ 14001:2004 Environmental Management Systems and AS/NZs ISO 45001:2018 Occupational Health and Safety Management Systems
- Excellent computer skills with Microsoft Project, Project Centre and CHEOPS an advantage.

*Building is more than
a contract — it's a relationship.*

info@tomkinscommercial.com.au | tomkinscommercial.com.au | 07 3267 0694

QBCC Licence No. 61959 | NSW Licence No. 237383C | ABN 98 061 732 778 | ACN 061 732 778

BRISBANE HEAD OFFICE
11 Ashtan Place
Banyo QLD 4014

SUNSHINE COAST OFFICE
Unit 4, 21–23 First Avenue
Maroochydore QLD 4558

GOLD COAST OFFICE
Ground Level, 72 Nerang Street
Southport QLD 4215

SYDNEY OFFICE
184 Bourke Road
Alexandria NSW 2015



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WHAT WE OFFER:

- Competitive remuneration package
- Uniform and PPE
- Employee Assistance Program – available free to all employees and immediate family members
- Opportunity to be part of well-established and growing company
- Ongoing career and development opportunities
- Secure, permanent role.

This is a rare opportunity to join a company who will provide security, a great culture and opportunities for progression. If you're interested in this role, DON'T DELAY – APPLY NOW!

APPLY NOW

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