



**British Columbia Region**  
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P: 604.929.7539 / F: 604.929.0760 / W: robertsonfloors.ca

**Alberta Region**  
PO Box 14006, South Trail CRO, Calgary, AB T2Z 0Y5  
P: 403.909.2052 / W: robertsonfloors.ca

Robertson Floors is a well-diversified national flooring contractor primarily focused on commercial work throughout the country; combined with a full time residential division. We specialize in virtually every aspect of flooring including ceramic tile, natural stone tile and slab work, hardwood, laminates, carpets, and vinyls.

To find out more about our company please visit our website: [www.robertsonfloors.ca](http://www.robertsonfloors.ca)

Position summary:

Robertson Floors is currently searching for an experienced Project Manager to join our Vancouver Head Office.

The Project Manager will work alongside the existing project management team to expand the current client base, increase sales, and further diversify our growing business.

The position offers a competitive salary based on experience, performance bonus, benefits package, and substantial opportunity for growth.

Key Responsibilities:

- Service existing clientele at a level consistent with the Robertson Floors' reputation
- Actively seek and develop new client relationships
- Foster positive relationships with installation teams and actively seek and develop new relationships with qualified installers
- Oversight, management, development, and support of existing installation teams
- General quality and cost control
- Overall project management including estimating, scheduling, job site analysis for substrate remediation, logistical planning

Skills & Qualifications:

- Excellent interpersonal and communication skills - both written and verbal
- Ability to operate independently with minimal supervision
- Prefer 5+ years in sales or managerial experience within the flooring industry or a related construction field, but will train the right candidate
- Well-maintained vehicle, clean driver's abstract
- Ability to handle tight deadlines with a professional attitude and cooperative outlook
- Fluent in written and verbal English
- Well versed in reading and deciphering architectural blue prints and specifications along w/ ability to put forth and successfully adhere to budgets
- Works well w/ various participants of the construction process including installer's, vendors, general contractors, architects, and designers
- Post secondary education is an asset
- Proficient in standard computer business applications (i.e. Microsoft Outlook, Word, Excel etc.)
- Proven ability to work in a fast paced environment, proven multi-tasking skills, highly organized in nature, excellent time management
- Established client list and contacts with decision makers is a definite asset

Please forward your resume to either Fax: 604.929.0760 or Email: [info@robertsonfloors.ca](mailto:info@robertsonfloors.ca) (no phone calls please).

We would like to thank all applicants for their interest; however, only candidates under consideration will be contacted.