



STRATEGY + DESIGN
mackaywong

99 Blue Jays Way, Suite 200
Toronto, ON M5V 9G9
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mackaywong.com

PROJECT MANAGER — INTERIOR DESIGN | Toronto, ON

Position: Project Manager
Job Type: Full-time
Start Date: Immediate
Contact: Kelsey Seelert
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mackaywong is a strategy + design agency located in the heart of Toronto's Entertainment District. We happily spend our time dreaming up extraordinary guest inspired experiences for the world's best restaurant, hotel and casino brands. Lucky us! Our work is award-winning and bold, but more importantly, it drives loyalty, increases revenue and transforms beloved brands into admired marketplace leaders. Ultimately it's our client's success that inspires us most. Since 1991, the team has created hundreds of beautiful restaurants, bars and clubs, dozens of stylish hotels and destination casinos, developed a gazillion logos, umpteen brand strategies and left a mountain of lovely sketches along the way. Together with our clients, we define and position their concepts, visualize their identities and breathe life into the spaces using every means available. We develop what these experiences can do, identify who they are for and shape the memories that follow. We draw the pictures, select the materials, manage the process, crash the Opening Party and definitely a whole lot more.

POSITION DESCRIPTION

mackaywong is seeking a candidate for the position of a Project Manager to lead the Contract Administration of individual large scale hotel developments including the budgeting, scheduling, coordination of procurement, and all facets of Contract Administration.

QUALIFICATIONS

- » Minimum 2 years of experience in Contract Administration
- » Bachelors or Master's degree from accredited university in Interior Design or Architecture, or strong field experience in Contract Administration with hospitality developments
- » Knowledge of AutoCAD 2011 or higher
- » Knowledge of Adobe Creative Suite programs is an asset

REQUIRED SKILLS

Enthusiastic, flexible and passionate about interior design. Strong understanding of design principals and theory, bid procedures and contractual obligations of Contract Documents. Strong time management and communication skills. A strong understanding of local Building Codes for Ontario, as well as Accessible issues.



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RESPONSIBILITIES

- » Coordinate with Consultants relative to Construction Documents, Tender, and Construction Administration
- » Coordination with Studio Lead Designer for production, schedule, and resource allocation during Construction Drawings and Contract Administration phases
- » Coordination or production of CCDC Construction Specification manual as required
- » Construction quality assurance
- » Management of project team and Consultants
- » Attend Consultant, construction, and client coordination meetings, conference calls, etc. and relay info back to the Studio Leads in form of minutes or other form of correspondence
- » Answering and reviewing RFI's, Change Orders, shop drawings, Site Instructions with assistance when required
- » Coordination and management of Purchasing & Procurement Agency and oversee installation when required
- » Coordinate and manage value engineering process when required
- » Site administration, visits, meetings, documentation of site progress & condition
- » Quality control of site work including Deficiency Reviews.
Monitor contractual scope of work relative to client or consultant requests.
Identify areas which may fall outside established scope of work as additional services or extras.
- » Maintain construction standards with the Studio's CAD standard system

Sound like the perfect gig for you? Then we'd love to meet you! Please send us your resume and portfolio. While we thank all those who apply, only those selected for an interview will be contacted. No phone calls please.