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CONSTRUCTION ADMINISTRATION PROJECT MANAGER JOB DESCRIPTION | Toronto, ON

Company: mackaywong

Location: Toronto, Ontario

Position: Construction Administration Project Manager

Job Type: Full-time (In Office)

Start Date: Immediate

Contact: Kelsey Seelert

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COMPANY OVERVIEW

mackaywong is a boutique interior design and branding studio that is passionate about bringing brilliant social spaces to life. Our award-winning team dreams up exciting and complex projects such as casinos, resorts and entertainment venues throughout Canada and the United States. Our HQ is located in Toronto's bustling Entertainment District and our new loft-style studio is designed for collaboration, innovation, and rewarding work. At **mackaywong**, our employees' well-being is a top priority and we are committed to helping our designers grow professionally and thrive creatively

JOB DESCRIPTION

Are you passionate about creating exciting and captivating commercial interiors? Do you thrive in a fast-paced, dynamic environment? We are seeking a skilled and experienced Construction Administration Project Manager to join our prestigious hospitality interior design firm. Our company specializes in designing exceptional hospitality interiors, including casinos and entertainment facilities of large scale. This is an excellent opportunity to contribute to the creation of remarkable spaces that leave a lasting impression on guests.

RESPONSIBILITIES

- » Oversee the Construction Administration phase of hospitality interior design projects, ensuring seamless coordination between the design team, contractors, and clients.
- » Manage multiple projects simultaneously, ensuring deadlines, budgets, and quality standards are met.
- » Collaborate with the design team to review construction documents, resolve design-related issues, and provide technical expertise.
- » Conduct regular site visits to monitor construction progress, attend construction meetings, identify potential issues, and ensure compliance with design specifications and local regulations. Travel is required.
- » Liaise with contractors, subcontractors, and suppliers to ensure smooth workflow, attend site meetings, resolve conflicts, and address any construction-related concerns.
- » Review and negotiate contracts, change orders, and project schedules, ensuring all parties are aligned on expectations and deliverables.
- » Maintain strong relationships with clients, providing regular updates, addressing their



- concerns, and ensuring their satisfaction throughout the construction phase.
- » Conduct visits to the fabricator shop to review progress as required.
- » Review all submissions including shop drawings and samples, maintain submittal logs, and prepare site visit reports
- » Respond to all (RFI) Requests for Information and prepare all required documentation including Site Instructions, Change Orders and Change Directives and maintain issuance logs.
- » Be available to work full-time within our Studio Downtown Toronto.

QUALIFICATIONS

- » Bachelor's degree in Architecture, Interior Design, Construction Management, or a related field.
- » Minimum of 5 years of experience in construction administration within the hospitality or commercial interiors industry, with a focus on large-scale projects such as casinos and entertainment facilities.
- » Strong knowledge of construction processes, techniques, and materials, and ability to review and interpret construction documents and drawings.
- » AutoCAD & Revit experience required.
- » Proven track record of successfully managing multiple projects simultaneously, meeting deadlines, and staying within budget.
- » Excellent communication and interpersonal skills, with the ability to effectively collaborate with cross-functional teams, contractors, and clients.
- » Proficient in project management software, construction administration tools, and Microsoft Office Suite.
- » Detail-oriented mindset with strong problem-solving and decision-making abilities.
- » Ability to thrive in a fast-paced, deadline-driven environment while maintaining a high level of professionalism and quality.

WHAT WE OFFER

- » A unique opportunity to join a small, but brilliant team of creative professionals
- » A collaborative and inspiring work environment located in Toronto's Entertainment District
- » Opportunities for professional growth and development
- » A competitive salary and benefits package

HOW TO APPLY

If you are an experienced Construction Administration Project Manager looking to make a significant impact in the world of hospitality interior design, we want to hear from you! Please submit your resume, portfolio, and references detailing your relevant experience and accomplishments to studio@mackaywong.com. We look forward to reviewing your application and exploring the possibility of working together to create extraordinary spaces.

At **mackaywong**, we value diversity and equal opportunities and welcome applications from all qualified individuals. Primary consideration will be given to candidates who meet the requirements and qualifications outlined in the job description.

Join our award-winning creative team and start your journey at **mackaywong** today!