



STRATEGY + DESIGN
mackaywong

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INTERIOR DESIGN JOB DESCRIPTION | Toronto, ON

Position: Project Manager
Job Type: Full-time
Start Date: Immediate
Contact: Melissa Van Loon
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mackaywong is seeking Project Managers from the Hospitality and Gaming industry, these positions will be reporting to the Studio Director of either the Hotel & Resort or Casino Studio.

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.

CONTEXT + OPPORTUNITY

Our Firm is an award winning design house with a relentless focus on creating bold and signature guest experiences everywhere we can. We think of what we do as “social architecture” and we regard design as a business tool that brings strategy to life.

From our base in Toronto and studio in San Francisco we are on a mission to become North America’s preeminent Hospitality Design and Strategy resource. Building on 25 years of creating beautiful Restaurants, Bars, Lounges and Casino interiors around the globe, we now have our sights set on working with the worlds most admired Hotel and Resort brands. This is a very important moment in our evolution and here is where you can fit into our plans.

We are currently inviting resumes from hospitality design experts who are excited about taking on a new challenge. We are searching for an experienced hospitality professional with their 6-8 years of knowledge working in the hospitality industry.

In addition to fulfilling the list of required talents, joining our team will mean that you possess servant-leadership skills, a sense of humour and a passion for the art of hospitality.

KNOWLEDGE + TALENTS

- » Enthusiastic
- » Flexible
- » Passionate about interior design
- » Highly organized
- » Excellent ability to multi-task
- » Task oriented
- » 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



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
- » Coordinate with Consultants or internally to gather or measure accurate base plans
- » Construction quality assurance
- » Site Reviews
- » Determine size, format and scale of drawings
- » 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
- » Manage personal and team time to project schedules.
- » Project scope and budget management
- » Quality assurance and risk management
- » Act as client and consultant contact throughout the construction documentation and contract administration phases
- » Responsible for project close out and integration
- » Coordinate and manage value engineering process when required
- » Site administration, visits, meetings, documentation of site progress and 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 AutoCAD standard system

TECHNICAL SKILL SET

- » Highly functioning understating of Microsoft Project or other Project Management Software
- » Knowledge of AutoCAD 2011 or higher
- » Knowledge of Adobe Creative Suite programs an asset

REQUIRED EDUCATION + WORK EXPERIENCE

- » Minimum 2 years of experience in Contract Administration
- » Bachelors or Master's degree from accredited university in Project Management, Interior Design or Architecture, or strong field experience in Contract Administration with hospitality developments

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.