



**Title:** Project Manager – Construction  
**Position Type:** Full-time, Permanent  
**Work Remotely:** No, office and site presence required.  
**City:** Toronto  
**Company:** Cope Group Inc.  
**Job Commencement Date:** Immediately  
**Job Closing Date:** June 30, 2024

Cope Group Inc. is founded on the desire to build meaningful relationships with our partners, customers, stakeholders, and most importantly, the communities in which we build. Our commitment is to cultivate a professional, transparent approach that promotes leadership and integrity. We strive to offer our team an innovative, entrepreneurial, and adaptable working atmosphere.

Our team is composed of welcoming and experienced professionals trained to offer the highest standard of service. We search for creative, and perceptive people who each bring unique skills that will help us build the communities of tomorrow. Our people bring relentless passion, fast learning, and a culture of innovation to every dimension of their work. We are committed to the continuous development of our employees, using our leadership to shape the future of development. Join our team of diverse industry leaders, helping to build the communities of tomorrow.

### **Job Description:**

Ultimately responsible for the project profitability, schedule adherence, and client satisfaction, the Project Manager oversees the project teams on site to ensure project is completed within budget and in line with established schedule. As such, they will plan, organize, and manage every detail of construction projects and ensure pre-established costs, schedule and scope objectives are achieved. We are looking for someone committed to growing their skill set while working alongside an experienced team including a Senior Project Manager.

### **Key Responsibilities:**

- Plan, organize, direct, and lead all facets of a residential or mixed-use project to ensure pre-established objectives are achieved.
- Allocate and manage resources (manpower, equipment, materials, etc.) required to ensure all aspects of the project are managed appropriately.
- Prepare and manage the project budget, ensuring cost control and adherence to financial constraints.
- Maintain effective communication channels with all project stakeholders through regular updates and reports on project status and milestones.
- Coordinate with third-party construction manager, trades, planners, engineers, architects, and other consultants, holding them accountable to deadlines.
- Prepare RFPs for procurement of consultants and construction manager.



- Review tender packages and contract documents as necessary.
- Hold regular construction progress meetings to track progress and ensure quality standards are being adhered to.
- Monitor project progress, identify potential delays, and implement strategies to keep the project on schedule.
- Assist with accounting functions, including arranging for purchase orders, cost file maintenance, managing change orders, billings, and account reconciliation.
- Comply with all legal authorities having jurisdiction to secure all approvals including permits.
- Oversee technical audit obligations and warranty issues.
- Organize successful completion of the project closeout.
- Ensure project profitability, schedule adherence, and client satisfaction.
- Other duties as required.

**Qualifications:**

- Must have experience leading at least 1 (one) full life cycle of a medium-large scale construction project.
- Demonstrate strong independence, problem solving and critical thinking skills.
- An engineering degree or technical diploma in Construction, Building, Civil or Architecture.
- Strong technical expertise and advanced computer expertise with programs including Bluebeam Revu, Excel, Fieldwire, and MS Project.
- Exceptional communication skills.
- Excellent budgeting and scheduling skills.
- Ability to quickly build strong relationships and leverage relationships to resolve complex issues.
- Experience supervising staff, with ability to work and learn in a team environment.
- Ability to demonstrate a stable career history as well as a track record of successfully completed projects.

Interested individuals are invited to submit their resumes to [careers@copegroup.ca](mailto:careers@copegroup.ca).

Cope Group is an equal opportunity workplace. All candidates will be afforded equal opportunity through the recruiting process. We are dedicated to growing a diverse team of highly talented individuals and creating an inclusive environment where everyone feels empowered to bring their authentic selves to work.

If you are contacted for an interview and require accommodation/adjustments during the interviewing process, please let us know.

We appreciate the interest of all candidates, however only those selected for interviews will be contacted.