



Title: Assistant Project Manager
Position Type: Full-time, Permanent
Work Remotely: No, office and site presence is required
City: Toronto
Company: Cope Group Inc.
Job Commencement Date: Immediately
Job Closing Date: September 5, 2025

Thank you for your interest in working alongside us at Cope Group. Our company is founded on the desire to build meaningful relationships with our partners, customers, stakeholders, and most importantly, the communities which we build. We aim to foster a professional, transparent philosophy that promotes leadership and integrity while providing our team with a contemporary, progressive, and adaptive working environment.

Our team is composed of strategic, experienced, and welcoming professionals trained to offer the highest standard of service. We search for creative, innovative, 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 and help build the future of our communities. Join our team of diverse industry leaders, helping to build the communities of tomorrow.

Job Description: As an Assistant Project Manager, you will work closely with the development and construction team on various projects. You will report to a member of the senior management team and provide leadership to the projects with oversight and direction from senior management. As your knowledge of projects develops, you will be encouraged to take on increasing ownership in fulfilling our projects across their various stages of construction and development.

Key Responsibilities:

- Provide overall management, administrative and technical direction for one or more projects if required (includes construction and pre-construction phases)
- Determine resources required to ensure all aspects of the project are managed appropriately
- Assist with ensuring client satisfaction, schedule adherence and delivery of contractual obligations
- Coordinate consultant and/or trade contractor, service providers work to achieve project goals and ensure compliance with contractual deliverables
- Manage municipal approvals and permits as required
- Monitor stakeholder deliverables, hold all third parties accountable for contractual deliverables
- Develop the scope of work and administer procurement activities for assigned project(s)
- Facilitate compilation and review of all materials necessary for outgoing proposals and tender documents. Hold interviews with proponents
- Review consultant and contractor/supplier proposals. Prepare bid analysis and award recommendations.
- Compile, draft and administer consultant agreements, trade contracts, change orders and purchase orders, as needed.

- Have a deep understanding of relevant contract documents and specifications
- Monitor the project's costs and ensure accurate quality reporting is being conducted
- Review monthly billings for compliance with project progress and address any issues that may arise
- Assist with the negotiation of terms and conditions for various contracts
- Prepare formal letters and edit outgoing correspondence as required
- Schedule project meetings, prepare agendas/documents, produce meeting minutes, and take initiative to follow up on outstanding project deliverables
- Prepare and distribute project updates and reports
- Understand risks that exist on the project and be able to manage them effectively
- Set up and chair regular meetings with relevant stakeholders and clients to report on progress
- Prepare, monitor, and update the project schedule
- Provide project oversight during all assigned project phases as needed to deliver contractual services
- Maintain relationships with trade contractors, architects, consultants, and our clients
- Work with the senior management team to maintain project budgets and proformas and other KPIs as needed to
- ensure the ongoing health of projects
- Ensure adherence to company goals, objectives, and policies while carrying out your duties
- Assist with company marketing initiatives, as needed
- Assist with new business initiatives including bids and proposals, as needed

Qualifications:

- 2–5 years of experience in construction project coordination, project administration, or assistant project management roles.
- Post-secondary education in Construction Management, Engineering Technology, Architecture, or a related field (degree or diploma).
- Strong organizational, budgeting, and scheduling abilities, with an eagerness to grow these skills further.
- Experience supporting or coordinating subcontractors, suppliers, or site staff.
- Proficiency with construction software and MS Office; knowledge of MS Project or other scheduling tools considered an asset.
- Demonstrated ability to contribute to successful project delivery and maintain accurate project documentation.
- Ability to quickly build strong relationships and resolve complex issues.
- Excellent communication, teamwork, and time management skills, with a proactive and detail-oriented approach.

Interested individuals are invited to submit their resumes to careers@copegroup.ca.

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