



Title: Project Manager – Construction
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: Ultimately responsible for the project profitability, schedule adherence, and client satisfaction, the Project Manager oversees the project teams to ensure assigned projects are completed within budget, schedule and contractual obligations. As such, they will plan, organize, direct, and manage every detail of assigned projects and ensure pre-established costs, schedule and scope objectives are achieved.

Key Responsibilities:

- The Project Manager will collaborate with internal teams, external stakeholders, and contractors to drive project success.
- Provide leadership and overall management, administrative and project direction for one or more assigned projects in various phases of development.
- Plan, organize, direct, and lead all facets of various projects to ensure pre-established objectives and contractual obligations are met.
- Leveraging industry best practices, develop, implement, and monitor construction processes, governance, and controls across the assigned portfolio, ensuring a framework that allows for success at all stages of a project, and is in accordance with specifications, project goals and quality.
- With direction from senior management you will develop and implement project management procedures, ensure compliance within the team.
- Promote standardization relating to project administration, documentation, processes and technical design across all projects.

- Prepare and manage the project budget, ensuring cost control and adherence to financial constraints.
- Develop and implement a regular project reporting and cadence. which will provide intern and external teams and leadership with visibility on project performance
- Where risks and issues are identified, manage, and implement mitigation and contingency plans.
- Coordinate trades, planners, engineers, architects, and other consultants.
- Facilitate and oversee procurement activities.
- Hold regular progress meetings with the project team
- 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 and reviewing progress billings.
- Oversee technical audit obligations and warranty issues.
- Organize successful completion of the project closeout requirements.
- Ensure contract, schedule adherence, and client satisfaction.
- Act as Project Manager on multiple projects
- Assist with new business initiatives, as needed
- Other duties as required.

Qualifications:

- 5-10 years of experience in Project Management roles, with experience managing medium-large scale construction projects.
- An engineering degree or technical diploma in Construction, Building, Civil or Architecture.
- Excellent budgeting and scheduling skills.
- Experience managing and supervising staff.
- Strong computer skills, advanced knowledge of MS Project.
- Ability to demonstrate a stable career history as well as a track record of successfully completed projects.
- Ability to quickly build strong relationships and resolve complex issues.
- Exceptional communication, time management and negotiating skills with ability to work as a leader, in a team environment.

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.