



Job Posting: Project Manager

Work Term: Full-time
Released: February 28, 2019
Start Date: Immediate

Our work:

Mason Studio is a Toronto-based interior design firm. We create spaces locally, nationally, and internationally ranging from hotels, restaurants, multi-unit residential, private residential, retail shops, exhibitions, and self-initiated design installations at all scales.

Our team vision:

We seek team members who see the profession of interior design as a means to something larger. For us, design is a tool to contribute to an enriched life for others and ourselves. It is the people and communities we can positively impact through design that drives our team towards excellence.

Your role:

You are a conduit through which the design is taken from paper into the physical world. You are an organized, collaborative and effective communicator who thrives on being the facilitator between the design and construction teams. 'On time, on budget' is a mantra you take on with excitement alongside an appreciation for design and quality.

When you're not coordinating externally, you're laying a solid foundation internally for the design team by aligning studio efforts with project requirements. You find joy in sharing your knowledge, skills, and tools with the team to produce designs that meet the needs of the project.

Key Responsibilities:

You will facilitate the process of design internally and externally from planning, design development, construction documentation, construction administration, and closeout.

On a typical day, you may be:

- + Planning and managing project schedules
- + Monitoring team hours and ensuring projects are completed on budget
- + Mentoring internal Designers and Technicians
- + Attending site visits to monitor compliance with contract documents
- + Participating in tender meetings
- + Working within clients' construction management processes
- + Reviewing shop drawings, samples and coordinating details with fabricators
- + Issuing site instructions, change orders, addendum and deficiency lists

Key Qualifications:

You have seen several projects from concept to completion and performed in a project manager role for at least 5-years for interior design projects greater than 50,000sm.

Good to have:

- + Experience managing projects in other countries
- + Fluent in both Mandarin and English
- + Certification in Project Management

Key Leadership Skills:

You have successfully managed a studio of 10+ designers through multiple projects of various scales on time, on budget, and can ensure that everyone, internally and externally, is extremely proud of the accomplishment.

Your next step:

We want to hear from you if even to say hi or ask us questions about this position.

If you want to apply, send your résumé and a few projects that you are the most excited to share to careers@masonstudio.com

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