Project Management Assistant

Company: Kych & Co.
Location: 110 West Beaver Creek Rd, Unit 2, Richmond Hill, ON L4B 1J9
Employment Type: Full-Time

About Kych & Co.

Kych & Co. is a luxury design and build firm specializing in residential and commercial projects. We pride ourselves on delivering high-quality, well-coordinated projects through strong leadership, disciplined execution, and strong internal collaboration.

We are seeking a highly organized and proactive Project Management Assistant to directly support the Project Manager in coordinating construction projects from pre-construction through completion.

Role Overview

The Project Management Assistant provides operational and administrative support to the Project Manager to help ensure projects are delivered on schedule, within budget, and according to company quality and safety standards.

This is an internal coordination role and is not client-facing. The ideal candidate is detail-oriented, structured, and comfortable working in a fast-paced construction environment.

Key Responsibilities

Project Planning & Documentation

- Attend pre-project meetings and record organized meeting minutes.
- Assist the Project Manager with maintaining project schedules and timelines.
- Verify and distribute the latest drawing sets and project documentation.
- Prepare and maintain internal progress reports and tracking documents.
- Maintain accurate and up-to-date records within ERP systems.
- Track project milestones, completion percentages, and internal task lists.

Internal Coordination

- Support the Project Manager in coordinating with design teams, consultants, and trades.
- Prepare internal updates and documentation for leadership review.
- Escalate delays, discrepancies, or scope concerns to the Project Manager promptly.
- Maintain clear and organized communication across internal teams.

Site Coordination & Trade Support

- Conduct regular site visits (2–3 times per week) to monitor progress and site conditions.
- Ensure job sites remain organized, safe, and professionally maintained.
- Confirm trade scheduling and scope alignment under direction of the Project Manager.
- Verify site measurements and report discrepancies.
- Track trade attendance and site activity.
- Perform basic quality checks and report deficiencies.
- Coordinate material logistics and site organization support.

Budget & Administrative Support

- Assist in tracking project expenses and maintaining budget records.
- Support quotation requests by organizing scopes of work and drawings.
- Confirm trade availability prior to quotation requests.
- Assist in reviewing pricing submissions and change orders.
- Maintain organized documentation of contracts and trade agreements.

Quality Control & Risk Monitoring

- Monitor project progress against schedule and report potential bottlenecks.
- Support safety compliance and enforcement of site standards.
- Ensure documentation aligns with project requirements.
- Assist in resolving construction-related coordination issues under direction of the Project Manager.

Qualifications

- Bachelor's degree in Construction Management, Engineering, or related field (or equivalent experience).
- 1–2 years of experience in construction coordination, site supervision, or estimating.
- Strong understanding of construction drawings and documentation.
- Knowledge of construction safety standards and best practices.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Valid Ontario Driver's License (G2 or G).
- Access to reliable transportation.

Preferred Qualifications

- Familiarity with local building codes and regulations.
- Trade or hands-on construction experience.
- Cantonese or Mandarin language skills.

- Familiarity with structured project management methodologies.

Why Join Kych & Co.?

- Exposure to high-end residential and commercial construction projects.
- Direct mentorship under an experienced Project Manager.
- Clear growth pathway toward a Project Manager role.
- Structured, fast-paced, and collaborative team environment.
- Career development within an expanding firm.