



JOB POSTING

Position: Project Coordinator
Department: Sales
Job Type: Full Time / Permanent
Location: Langley

Alumicor is a leader in the market with multi-plant operations across Canada. We recognize that our continued success very much depends on the relationships we have established with our employees, suppliers, customers and shareholders. These are partnerships built on mutual success that has been growing for more than half a century.

JOB SUMMARY

The Project Coordinator will be the primary point-person and responsible for directing, organizing and controlling project activities in the execution of customers requests. The Project Coordinator will engage and professionally interact with Customers, Regional Sales Managers (RSM), Service Design Team (SDT) and Operations, to ensure that requests for information executed in a timely manner and within budget.

KEY RESPONSIBILITIES

1. Process Customers purchase orders.
2. Produce regular reports (status, escalations, etc.) on the progress of projects; deliver these reports during regular stakeholder meetings.
3. Conduct project post mortems in order to identify areas for improvement: make recommendations based on findings.
4. Process any relevant credit notes

COMPETENCIES AND QUALIFICATIONS

- Post-secondary education in Architectural Technology and/or Building Sciences.
- 5 years of direct work experience in estimating, customer service and project tracking, preferably in a manufacturing environment such as Aluminum Doors / Windows.
- Familiarity with project management software (MS Project) and strong working knowledge with MS Office suite and AutoCAD.
- Mathematical skills and analytical skills necessary to do material and labour breakdowns.
- Ability to read and interpret specifications, blueprints and as-builds
- Well-developed problem solving skills with the ability to find solutions and incorporate them into existing practices as needed.
- Very strong time management skills with the ability to adjust to shifting priorities and deadlines.
- Strong command of the English language (read, write and speak).



WORKING CONDITIONS

- Use of Personal Protection Equipment will be required in designated areas such as: hard-hat, safety glasses, hearing protection and steel toed safety shoes.
- Maybe exposed to outside conditions which include inclement weather, heat and humidity, load noise levels and exposure to dust.
- Some travel maybe required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.

Accessibility: We are committed to providing an inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

If you MEET the above requirements and are interested in applying for this position, submit your resume along with your salary expectations to opportunities@alumicor.com SPECIFYING the title in the subject line.

NO AGENCIES PLEASE