

PROJECT COORDINATOR

RETAIL ENVIRONMENTS

Toronto/GTA | FULL TIME

Create. Grow. Deliver. Develop plans and solutions for brands that embrace artistic freedom across the retail world.

Our client is a leading manufacturer of retail and custom environments located in the GTA. This organization is known in the industry for their commitment to quality and delivery. Their portfolio includes leading brands across Canada.

The company takes pride in developing innovative spaces with the ability to blend multi-materials in a creative fashion that produces unique environments. At their core, they are experts in millwork, metal, glass and acrylic production.

While consistently exceeding client expectations, they have achieved tremendous success and continue to experience growth. As a result, they are looking to add a diligent and dedicated Project Coordinator to their team.

This is an amazing opportunity for a highly motivated individual with a client-centric focus on creative solutions.

The Role Overview:

The Project Coordinator plays a key role in the full cycle planning of retail projects by ensuring the timely execution of plans and processes at every step with a strong commitment to providing customer support and satisfaction.

The Key Focus:

- Coordinates and supports the full cycle planning and management of retail projects, including engineering, manufacturing and design-build to ensure timely delivery of each project phase
- Works with the Project Manager to develop and implement project schedules, including forecasting, during all project phases



- Ensures customer care and retention through active communication and support
- Manages project administration including information management, logistics, installation and delivery documentation
- Supports Management with business development, including sales and operational support
- Captures and leverages all information in the ERP System
- Organizes and manages all customer inventories and shipments in partnership with logistics

Qualifications & Skillset:

- Bachelor's Degree and/or equivalent in Business, Architecture, Engineering, Interior Design or related fields
- Minimum 2 years of administrative/project coordination experience, preferably in custom manufacturing including millwork, commercial cabinetry, retail store fixture and/or custom office furniture
- Strong technical knowledge and expertise in Architecture and/or Interior Design
- Highly effective verbal and written communication and interpersonal skills, with a strong emphasis on customer service
- Highly effective computer skills with demonstrated knowledge and understanding of ERP and MS Office programs, including Word and Excel
- Strong leadership ability to manage, translate and execute large complex projects with multiple stakeholders
- Proven track record in managing large accounts, preferably in the retail fixture industry or related sectors
- Highly effective communication and presentation skills with the ability to build rapport and partnerships with clients and team members at all levels
- General understanding of manufacturing processes (particularly in retail fixtures and displays)

This is a once in a lifetime opportunity for the right Project Coordinator. Our client has set the mandate to shape the future with limitless boundaries. For inquiries, please contact Krista at krista@podgroup.ca. For additional information, please visit www.podgroup.ca.

