



PROJECT COORDINATOR

Recognized globally, our client is one of the largest retail environment manufacturers in the industry. They take 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. Their Toronto office specializes in project management and warehousing.

POSITION OVERVIEW:

The Project Coordinator is accountable and responsible for reporting, maintaining, and expediting key areas of the project cycle.

RESPONSIBILITIES:

- Coordinate and organize activities surrounding the project cycle
- Monitor each project from order entry to completion
- Ensure that identified issues are reacted to in a timely manner
- Partner with all functions, especially Manufacturing to organize and support critical aspects to meet customer delivery
- Support the Project Management team through:
Capturing/interpreting/inputting/maintaining sales order; Input/participation at production meetings; Maintain/update all project information through Vantage; Ship schedules; Project/product expediting; Monitor/maintain critical project/program time lines; and Coordinating shipments & deliveries
- Management of: order entry data, manufacturing and shipping documentation
- Develop competencies and technical skills focusing on design, detail, quality, and engineering of our products
- Maintain and manage individual project schedules through assistance in coordinating manufacturing, shipping, and installation
- Providing shipping instructions as required, including customer shipping specifications
- Provide customer service, sales support, and backup to Project Manager
- Complete individual store quantity take offs (multi store roll out programs)
- Develop competencies and technical skills focusing on design, detail, quality, and engineering of our products



QUALIFICATIONS & EXPERIENCE:

- Must have post-secondary education and/or equivalent minimum of three years administrative/project coordination experience in any of the following industries: Manufacturing, Construction, Commercial Cabinetry, Store Fixtures
- Must have the ability to demonstrate experience in creating and maintaining spreadsheets utilizing MS Office programs
- Intermediate to expert level of MS Word and Excel is required
- An understanding of MRP fundamentals is preferred
- Highly effective computer skills, with demonstrated knowledge of ERP systems (preferably Vantage)
- Experience in wood/metal manufacturing environment
- Architectural/Interior Design technical knowledge expertise is critical
- Must be able to work independently while multi-tasking
- Excellent verbal and written communication skills required
- Accurate and Timely Order
- Provide excellent customer satisfaction
- Team oriented

Please contact Lannie at lannie@podgroup.ca for further information – we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.