

Title: Project Coordinator
Company: Total Power Limited
Location: Mississauga, ON
Job Type: Contract, Full-Time 1 Year
Post Date: September 20, 2022

We Offer

- 100% Employer Paid Medical and Dental Benefits
- Health Spending Accounts

What You'll Do – The Role (Responsibilities)

- Liaise with sales staff and ensure project files have all the background scope documents in place to start the project.
- Set up all project information from the release, in the company's business system.
- Maintain project database of all orders with appropriate information for present and future reference, including tracking outstanding open orders.
- Maintain project information in appropriate folders, and on the company server.
- Calculate estimated lead and lag time to enter estimated "Target Date" in the projects' database. Liaise with the customers to determine the final "Actual" equipment delivery schedule to update the database.
- Order equipment and accessories from suppliers based on the determined target dates provided by customers and with consideration to lead times.
- Review the equipment and materials inventory system before placing new orders.
- Liaise with suppliers to ensure that correct product is supplied with correct price and delivery schedule.
- Ensure that the equipment and materials cost from suppliers is commensurate with the project scope.
- Liaise with internal and external customers to proactively resolve projects issues.
- Follow up with customers for approval of equipment drawings submittals.
- Provide customers with order confirmations and delivery schedules for each new order and obtain actual delivery date requirement.
- Coordinate logistic/equipment transportation as per project's timing requirements, cost allocation, and customer's confirmations.
- Maintain ownership of each project through to completion, including coordinating with other team members in meetings customer deadlines.
- Create bills of landing for shipments from shop.
- Prepare files for invoicing, invoice on company accounting system, and ensure all background documents are organized in the file.
- Meet departmental performance targets as required.
- Coordinate start-ups with customer, accounting, service, and technicians.
- Contact Customers and communicate all necessary steps, schedule the visits, and make sure it remains within budget
- Other tasks and responsibilities as may be required from time to time consistent with this position and the job description and duties set out herein.

What You Need (Requirements)

- Minimum 2 years of college in related programs
- Minimum 5 years of direct experience as a coordinator in a similar environment
- Strong computer skills including Microsoft Office, CRM, and proven.
- Organized and responsible individual with strong multi-tasking abilities.
- A self-starter and a team player who is able, to work both in a team environment and independently.
- Take a proactive approach in resolving customer complaints and disputes.
Participate in company-sponsored training programs as provided.
- Assist the company in developing stronger relationships with our customers and suppliers.

- In the case of a power outage or declared State of Emergency by any level of Government, be available for work.

Working Conditions

- Manual dexterity required to use desktop computer and peripherals.
- Occasional after-hours support may be required.
- Lifting or moving up to 30lbs may be required

SOUNDS LIKE YOU?? APPLY NOW

A little bit about Us...

Proudly Canadian and respected throughout the industry, we have built our success through expertise, integrity, and innovation in providing on-site power generating solutions nationwide. For more than 60 years, our unparalleled reputation for delivering the right generator solution and superior customer service has been built by our loyal Customers. Visit us at www.totalpower.ca to learn more about us.

Our growth:

As Canada's 1st Choice for PowerGen, we've been growing quickly and aim to keep doing so – if you want to be part of our success story, join our family, and grow with us!

Our culture: Our employees are our biggest asset; their engagement and passion are the key to our success. We EMPOWER them to be ENGAGED!

“Thank you for making this company a very warming and welcoming place to work and do business in.” – Service Manager

**Selected candidates with disabilities who require support in the selection process will be accommodated to the best of our ability.
Please let us know how we can help.**

Only those selected for an interview will be contacted.

No Agencies please.