

Job Title: Project Coordinator, Calgary

Position: Full-time, Permanent

Salary: Negotiable/Based on Experience

Shanahan's is looking for a strong candidate to join our team in the Calgary Sales branch. We provide competitive compensation, training and development opportunities as well as the ability to work on a variety of new and existing projects.

Roles and Responsibilities:

The Project Coordinator is the main contact for contractors, architects, suppliers and installers on awarded contract. Main responsibilities include, but are not limited to:

- Detailing product required based on project details and blue prints.
- Organize, create, and collect shop drawings and required product detail information.
- Approximate delivery dates based on product ordering times and need.
- Order parts and products needed for projects.
- Communicate with contractors and/or build site supervisors as required throughout project.
- Maintain positive customer and vendor relations by providing superior customer service.

Qualifications & Education Requirements:

- Construction Engineering Technology diploma/certificate strongly encouraged.
- Experience with Division 8/10 products or related items
- Able to read blue prints.
- Experience in project management or project coordination of distributed and manufactured product.
- AHC designation or interest in pursuing DHI training considered an asset.

Preferred Skills:

- Strong multi-tasking skills are essential.
- Experience in customer relationship building.
- Prior experience/education in management.
- Problem solving skills are necessary.

Please Send All Applications to:

Attn: HR Advisor

careers@shanahans.com

Fax: 780-441-3910