



PROJECT COORDINATOR

STORE FIXTURE INDUSTRY

Required Qualifications			
<ul style="list-style-type: none"> • Must have post-secondary education and/or equivalent experience • 2-3 yrs. exp. In manufacturing, preferable in the store fixture industry with involvement in project management activities • Knowledge of woodworking technology an asset • Exposure to wood and metal operations, technical knowledge/expertise an asset • Highly effective computer skills, with demonstrated knowledge of ERP systems (preferable Vantage) • High effective communication and interpersonal skills • Customer service focus • Architectural/Interior design 			
Responsibilities			
<ul style="list-style-type: none"> • Coordinate and organize activities surrounding the project cycle • Key in sales orders into ERP system in a timely and accurate manner • Partner with all functions, including engineering and manufacturing, to organize and support critical aspects to meet customer delivery • Support the Project Management team in administration of customer service • Develop competencies and technical skills focusing on design, detail and engineering of our store fixture products 			
Employment Details			
Wage:	Depend on experience	Hours:	Mon-Fri 8:30am to 5pm
Employment Terms	Temp to Perm (Full time)		
Major Intersection	Concord	TTC Access	yes
Job Order Details			
Job Order#	01051	Job Developer	Clohe
No. Of Positions	1	Date Posted	Sept 13, 2010
Date Revised		Date Closed	