

PROJECT COORDINATOR
PRESSURE VESSEL ENGINEERING & MANUFACTURING
STONEY CREEK, ON | FULL TIME

Our client is an agile, innovative and leading Canadian manufacturer of complex pressure vessel systems for Oil & Gas and Petro-Chemical industries.

With an amazing back-story, driven by the inspiration and motivation, our client's mandate is developing highly technical systems with a true customer focus on meeting delivery commitments.

Over the past five years, this organization has managed a significant growth servicing large chemical processing and petrochemical organizations around the world. This has been accomplished with the heart, passion and drive from a small team that is aligned in building a highly successful service oriented culture that truly focuses on establishing a phenomenal client experience.

Based on this growth, our client is searching for a motivated Project Coordinator - a creative, technical and process-driven individual looking to advance their career in the pressure vessels and fluid systems industries.

This is an exciting opportunity for individuals who are inspired by growth, challenge and the ability to truly have an impact.

The key focus and responsibilities of the role include:

- Preparing and managing purchase orders
- Coordinating office and manufacturing functions
- Verifying the accuracy of incoming and outgoing materials and products
- Receiving materials and ship product, ensuring all documentation and reporting is completed accurately and punctually
- Receiving, checking, reordering, tagging, and scanning paperwork
- Organizing materials in proper stock locations
- Preparing and controlling all necessary documents; printing, scanning and filing packing slips under corresponding work orders
- Maintaining housekeeping and ensuring the proper organization of shipping and receiving, stock and storage areas
- Ensuring the smooth operation of computer systems, equipment and machinery and arrange for maintenance and repair work
- Performing other duties as assigned

Qualifications:

- College Diploma in Business, Systems or Logistics
- Experience in a manufacturing environment is an asset
- Highly organized with the tenacity to succeed in a constant high-pressure environment
- Strong ability to multitask
- Detail-oriented
- Knowledge of systems, particularly Excel
- Must be able to work overtime as needed



Please contact Krista at krista@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.

