

RNC**Employment Service**

905-727-3777

222 Wellington Street East, Main Floor

**Job Title****Coordinator****Job # 2012011****NOC / NAICS**

1215 / 332319

Date

December 15, 2020

Location**NEWMARKET:** Hwy 404 / Davis Drive**Wages**

Based on experience

Experience (Yrs.)
 0-1 1-3 3-5 5+
Hours/Week

40

Employment Type
 Perm Temp Seasonal
 FT PT
Schedule Availability

5 days weekly

Benefits Available After Probation Period
 No Yes:
Workplace / Physical Requirements

Prolonged standing, lifting manually and with equipment

Company

Custom metal fabrication and installation, with a strong and credible reputation with services ranging from structural, architectural, ornamental and custom metal and sign fabrication. Also offering design and engineering solutions. This company is growing and has lots of opportunities!

Job Duties

Now hiring a Coordinator to resolve issues and coordinator production ensuring projects are completed on time

- Looking for a Coordinator that is able to resolve administrative problems by analyzing information for projects, identifying and communicating solutions
- Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations
- Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records
- Reviews production schedules and related information and confers with department
- Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes
- May arrange for repair and assembly of material or part

Requirements / Candidate Profile

- **Post-secondary education in Business Administration or Logistics or other related program**
- **Minimum of two years of experience performing a similar role**
- Strong time management and budget management
- Advanced ability to communicate effectively through oral and written communication
- Valid driver's license required
- Strong work ethic

How to apply

To apply please submit resume to HRQR@rnccs.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.