



## Project Coordinator - Edmonton

### **The Company**

Working with one of the oldest names in the industry (1911), Alberta Glass re-launched the brand in 1994 and has been providing a full range of glass, aluminum, and glazing services ever since.

### **The Opportunity**

Alberta Glass, the industry leader in commercial glazing and aluminum in Alberta, is currently seeking an experienced Project Coordinator to support our Project Managers in the planning, management and execution of assigned projects, meeting the required schedules, quality, profit and client satisfaction objectives. Provides positive and productive relationships with all internal and external parties to maximize the project performance and results.

### **Our Belief**

Corporately, we believe in safety, quality of work, workplace timeliness and building superior skill sets. It is our people who are the key to our success. We are successful because of our collective intelligence, a team of people working together, exploring new ideas and implementing action plans.

### **Reporting to the Branch Manager you will:**

- Strong business acumen
- Responsible for scheduling, project progress, change notices and requests
- Identifies and assesses the risk
- Advises Design & Drafting of details and direction
- Assists Site Foremen with the management of site manpower
- Build a culture of customer satisfaction
- Increase field technician productivity and safety at all times
- Participate in scheduled meetings with all stakeholders
- Build collaborative relationships with all members of the employee team
- Complete tasks as assigned

### **Education and Experience**

- Construction Engineering Technology (CET) graduate with Project Coordinator experience
- Ability to read and understand architectural drawings
- Effective time management, planning and organizing skills in a fast-paced environment
- Excellent oral and written communication skills
- Ability to communicate effectively
- Keen attention to detail
- Track record of follow through to achieved results
- Computer skills with MS Office Suite, MS Project, LogiKal and Jonas (or similar accounting software)
- Understanding of aluminum curtain walls, glazing systems, skylights, commercial construction and fabrication would be an asset
- Construction management training, Gold Seal certification, ACAD and hands-on glazier experience are distinct advantages

**Apply, with resume, to:**  
**resumes@albertaglass.com**

Alberta Glass reserves the right to close the posting earlier than the closing date should a suitable candidate be found. Alberta Glass is an Equal Opportunity Employer and only those who qualify and are selected will be contacted for an interview.

The above statements are intended to describe the general nature and level of work being performed by incumbents for this position. These statements are not to be construed as an all-inclusive list of all the responsibilities, duties and skills required of personnel so classified. The position profile may be changed at the discretion of the incumbent's manager and to meet business requirements.

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