

Project Coordinator

The Project Management Office (PMO) Department is seeking a Project Coordinator who thrives in a fast-paced office environment and enjoys problem solving. The candidate must be detail oriented as they would be interacting with various stakeholders on a daily basis. Our PMO department is the nucleus of all things related to projects at Westcan ACS. We are a dedicated team of professionals providing accurate services to our internal and external customers. The successful candidate will gain a well-rounded experience and knowledge with respect to Engineering, Technical language and conducting project business.

Structure:

- This is a Full-Time position within the Project Management Office (PMO)
- Reports to PMO Lead and Director of Engineering
- Work under the mentorship and supervision of a Senior Project Manager (PM) and has close ties with Operations (OPS) controls
- Works with OPS service and field techs as required
- Accountable to upstream internal clients/sales reps and downstream/OPS
- Ultimately accountable to internal stakeholders for successful project execution

The selected candidate will have knowledge in or willingness to learn:

- Commercial construction, Canadian electrical code, Canadian Standard Association knowledge
- Data Entry, input & control management, and use of PMO templates
- Planning, tracking, and reporting on the performance of ongoing projects to stakeholders
- Stakeholder engagement with internal and external clients
- Coordination, scheduling, and stakeholder engagement with our Service team
- Report generation and business analytics
- Work alongside all internal teams especially Engineering and Service
- Use of systems and subsystems throughout the company
- Experience with Windows 10 or 11
- Proficiency with Microsoft Office 365
- Specifically, in:
 - MS Projects, Outlook ▪ Excel ▪ Word
- Other duties as required

Preferred qualities of a successful candidate

- Minimum 2-years work experience
- Minimum of 2-professional work references

What you will receive as a Westcan ACS Employee

- Remuneration commensurate with experience
- Comprehensive benefits package

Please e-mail your resume and cover letter to sschweiger@westcan-accs.com, and ajacksoncrabb@westcan-accs.com