



DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

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**INTERNAL POSTING**

**REQ # 1332**

**Opened March 23, 2022**

**POSITION TITLE:**

Project Coordinator (PC)

**REQUIREMENTS:**

At Evans, the Project Coordinator role is considered an entry level position into Project Management. The primary focus is to first develop knowledge of our products while also developing project management best practices, control room design, project knowledge, a basic understanding of internal processes and pricing.

**PRIMARY FUNCTION:**

Working under the direction of the Regional Project Management Lead and within the Project Management Team, the Project Coordinator will support building proposal packages, project planning, change management, project execution, completion and post-sale follow ups.

**RESPONSIBILITIES:**

- Support project tasks as directed by the Team Leader, Project Manager, and/or Regional Sales Manager
- Maintain electronic files for all project documents
- Support and coordinate internal meetings as needed
- Process tasks within a Software Interface Program
- Compile proposal Package documents
- Able to read and interpret an RFP document
- Evaluate customer technical requirements and translate into a proposal package
- Take proposal drawings and prepare a formal customer friendly quote
- Review customer orders and make necessary adjustments to internal documents before processing
- Transfer project financials and any supporting documentation and updates as changes are required post project sale
- Support projects through the manufacturing lifecycle (i.e., change orders, project completion reports, lessons learned, as-built drawings and any other clerical tasks as required)
- Process warranty requests within one year of project completion

**COMPETENCIES:**

- A strong technical aptitude
- Capable of interpreting and understanding technical and architectural drawings
- Strong written, verbal, and visual communication skills
- Intermediate skills in Microsoft Word, Excel, and PDF Software
- Ability to develop a project Gantt chart

**EDUCATION/EXPERIENCE:**

- Post-Secondary Education, preferably with a technical background in engineering or business
- 3 – 5 years working experience
- Previous project coordination and B2B customer service experience is a strong asset

**PERSONAL ATTRIBUTES:**

- Outgoing personality (enjoy engaging with people)
- Self-motivated and eager to learn
- Process oriented with a strong attention to detail
- An engaging personality and clear communication skills a must
- Strong work ethic
- Strong time management skills and the ability to reprioritize in high pressure situations
- Comfortable pushing back on internal stakeholders when necessary

**DESIRED BEHAVIOURS:**

- Makes fact-based decisions having done the hard work of obtaining actual data
- Takes ownership, speak up immediately, respond quickly, escalate if needed and think like an owner
- Drives continuous improvement through personal initiative and innovation
- Learns from failures in a positive/structured way...focusing on process and other improvements going forward
- Achieves results consistently meeting our commitments
- Focus' on what's important to our customers (internal or external)

**APPLICATION PROCESS:**

If you are interested and qualified or know of someone who could be, please contact **HUMAN RESOURCES** at [careers@evansonline.com](mailto:careers@evansonline.com) . **THIS POSTING SHALL RUN IN TANDEM WITH AN EXTERNAL POSTING**

**Posted: March 29, 2022**