



## JOB OPPORTUNITY

Pattison Sign Group is a highly successful, North American company growing organically and through ongoing acquisitions. It is one of the world's largest sign and physical branding element companies, with three manufacturing facilities, six sales offices and over 650 employees across North America.

The company is dedicated to absolute customer satisfaction and ultimate quality in its products and services. It is ISO certified to ensure Total Quality in its products and services. The culture of the company is focused on performance and accountability and supports employee empowerment and development.

The company operates independently within The Jim Pattison Group, headquartered in Vancouver and comprised of over 565 locations worldwide. The Jim Pattison Group is broadly based across the automotive, media, packaging, food sales and distribution, magazine distribution, entertainment, export and financial industries. With sales of over \$12.7 billion in 2020 and more than 51,000 employees, the Jim Pattison Group is the second largest private company in Canada.

We are currently seeking to hire a **Project Coordinator** to be based at our Toronto office.

## OVERVIEW

The **Project Coordinator** is a national role and part of the Project Management business function, reporting to the Team Lead.

We are seeking an energetic and positive team player with strong organizational skills to join our Project Management team as a **Project Coordinator**. The **Project Coordinator** works under the direction of the Project Manager and/or Team Lead and is responsible for the execution of specific tasks/activities associated with a project. The ability to work efficiently and effectively, while maintaining strong relationships, will be critical to the success of this position.

## KEY RESPONSIBILITIES:

- Communicate regular updates to Project Manager/Sales/Customer, as required.
- Main point of contact for internal & external inquiries related to project daily business activities.
- Follow the direction of the Project Manager to request surveys, code checks, design, estimates, permit, production, installation, etc.
- Follow the direction of the Project Manager to obtain all required customer documentation for B&A, Permit, etc (DocuShare)

- Epicor 10: Create Customer records, input Art, Estimate, Tech requests, Release to Production, set up Transport, own Accruals to ensure they are closed within 10 days, close orders and upload appropriate documents. Use workbench and dashboards to verify own work.
- Send tasks to internal teams (art, estimating production); follow-up on completion
- Through proactive follow-ups, ensure team members and department have what they need to meet the deadlines and milestones set by the Project Manager/Team Lead.
- Clearly and consistently report on assigned tasks
- Communicate in a clear, effective manner
- Perform support duties (calculate installation budgets, schedule meetings, record and distribute minutes, prepare reports).
- Follow-up on PM's communication, to ensure questions are answered, documents received, meetings scheduled, etc.
- Provide existing and new business client administration including account set up and database maintenance.
- Work internally with other departments and respond in a timely manner
- Administrative tasks such as collecting, sorting, filing, logistics and keeping accurate records of information related to a project (s).

#### **QUALIFICATIONS and COMPETENCIES**

- Diploma in Business or project management would be an asset.
- 2-5 years of experience in administration or project administration is critical.
- Strong attention to detail and accountability to deadlines is essential
- Must have a strong expertise on ERP/Excel/Outlook and organization skills.
- Should be able to manage a high volume of tasks in a fast-paced environment and have the ability to multitask while focusing on deep work without being distracted.
- Ability to produce clear status reports (writing and verbal), communicate professionally (written/verbal) and adapt communication for various internal/external stakeholders is requisite.
- Must be able to identify/communicate risks to scope, timeline and/or budget and offer mitigation recommendations.

To apply, please send your resume to [hr@pattisonsign.com](mailto:hr@pattisonsign.com) on/before **May 13, 2022** :