

CAREER OPPORTUNITY

Company:

We are an independently owned and operated manufacturing and repair shop serving the North American Forest Industry since 1942. We currently have three branches; Surrey, Prince George, and Toronto. Visit our website at www.brunettemc.com

Position:

We require a **Project Coordinator** for our head office in Surrey, BC. As Project Coordinator, you will be involved in many different facets of the manufacturing business and will be the central communications hub for departments throughout the manufacturing process.

This is a full-time position based out of Surrey, BC.

Qualifications:

- Two years of college or university education
- Mechanical Engineering Technologist preferred
- Minimum Three (3) years experience in a manufacturing environment
- Previous experience with costing and estimating
- Previous project management experience
- Strong computer and communication skills

Responsibilities:

- Communicate with all departments to ensure project information is shared as required
- Project manage Capital Equipment orders
- Manage Capital Equipment work order information flow
- Issue customer quotations for Capital Equipment
- Monitor and update price books
- Cost analysis and review of completed jobs
- Manage special projects as required
- Maintain accurate communication records with customers

Skills:

- Ability to take on your own project from verbal or written instructions
- Meet tight deadlines when required
- Aptitude for creative problem solving
- Excellent English communication skills (written and verbal)
- Experience and understanding in manufacturing processes
- Perform tasks in a timely and efficient manner
- Ability to understand people, and how to achieve best results from people you work with

Computer Skills:

You will be required to have strong computer skills and be familiar with most aspects of standard windows applications.

Required:

- MS Excel
- MS Word
- MS Outlook

Application Details:

- Cover letter
- Resume
- Brief description of what you think Brunette Machinery will find the most valuable of your available skill set.
- References
- Salary expectations

Please be advised if your application does not include one of these elements, your application will not be considered.

Thank-you for your interest in this posting. If you are interested in joining our team, please email you application with above info to kristy@brunettemc.com

Calls and resumes from headhunters and employment agencies will not be accepted.