

Career Opportunity

Engineering Coordinator



Brunette Machinery Co. Inc. has been a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/Pellet manufacturing industries for over 80 years.

We are looking to fill an **Engineering Administration** role within our Engineering department. The Engineering Coordinator position will be a combination of engineering functions and supporting administration duties. Our ideal candidate will demonstrate strong leadership and collaboration skills coupled with excellent communication abilities. This position will act as the intermediary between our office, outside engineering firms, manufacturing shops, and customers.

Qualifications

- Excellent English communication skills and the ability to take on a project from verbal or written instructions.
- Aptitude for creative problem solving and willingness to accept constructive criticism and changes.
- Strong computer skills with experience using Microsoft Office Suite. MS Project is a bonus.
- Experience in manufacturing processes, and/or hands-on experience with machine shop practices are assets.
- Ability to organize, prioritize, maintain high quality of work, and quickly learn new skills.
- Exceptional communication skills (written and oral).

Responsibilities include, but are not limited to:

Administrative:

- Receive shop and field feedback. Confirm revisions are made or appropriate responses are given.
- File engineering documentation.
- Correspond with external engineering resources, production, and sales departments.
- Assist with writing estimates
- Assist with project management and support process improvement initiatives.

Engineering:

- Check and approve drawings for revisions.
- Manage ECOs and ECNs.
- Create sales drawings, and layout drawings for new projects.
- Create and check engineering drawings and purchasing lists.
- Issue standard equipment assemblies.
- Monitoring and reporting progress to senior management.

Requirements:

- Graduate of BCIT or similar engineering/draftsperson program.
- A minimum of 2 years drafting experience as well as competence in AutoCAD and SolidWorks
- A familiarity with 3D modeling is an asset.

This is a full-time position based out of Surrey, BC. This position is an integral part our Engineering Dept. with the main function of working closely with our Engineering, Production, and Sales teams in the design and detailing of various projects including the manufacturing of Capital Equipment, Research and Development and process improvement primarily for the Forestry and Biomass Industries.

Benefits include (after a probationary period):

- Medical benefits including vision and dental
- RRSP Matching program

Competitive salary commensurate with experience

Apply by emailing your resume (including a cover letter) to careers@brunettemc.com

While we thank all applicants for their interests, only shortlisted candidates will be contacted.