



EVANS

DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

POSITION TITLE:

Project Coordinator

REQUIREMENTS:

The Project Coordinator role is considered an entry level position in Project Management with a focus on developing knowledge in project management best practices, control room design, project knowledge and basic understanding of internal processes.

PRIMARY FUNCTION:

Working under the direction of the Regional Project Management Lead and within the Project Management Team, the Project Coordinator supports quotations; planning & preparation, contract execution, change management, project completion and communication with internal/external stakeholders.

EDUCATION/SKILLS/ COMPETENCIES:

- Post-secondary education, preferably with a technical background in engineering, design or business
- 3-5 years working experience
- Capable of interpreting technical and architectural drawings.
- Strong technical aptitude
- Very strong verbal/ written communication skills
- Process orientated with strong attention to detail
- Strong organization and time management skills
- Motivated, can do attitude, eager to learn new concepts
- Strong work ethic

RESPONSIBILITIES:

- Support project tasks as directed by the Regional Lead, Project Manager or Regional Sales Manager
- Gain knowledge of product and service capabilities and limitations
- Learn & follow internal processes and procedures
- Understand basic architectural, control room and ergonomic concepts
- Learn Project Management best practices [within the Evans context]
- Support ISO quality standards and requirements
- Assist in the preparation of project proposals, execution or closing
- Work with internal stakeholders
- Manage standard projects under the direction of the Regional Project Manager Lead or Project Managers

APPLICATION PROCESS:

If you are qualified, interested or know of someone who could be interested please contact **HUMAN RESOURCES** at careers@evansonline.com.