



## PROJECT COORDINATOR

On behalf of our client, Allied Blower and Sheet Metal, we are searching for a Project Coordinator to join their team in one of its western Canadian facilities. Since 1974, Allied Blower has gained a solid reputation as a leading air system expert in Canada. They supply dust and particulate extraction and pneumatic conveying systems for industrial applications. They offer a wide range of products and services and turnkey systems with proven technology. Allied Blower works with its customers and technology suppliers to find the best solution for specific requirements and develop solutions through close collaboration with engineering services, extensive manufacturing capabilities, and local installation. Allied Blower currently operates six branches, including one in the U.S.

Reporting to the Engineering Manager, the Project Coordinator delivers technical support to Project Managers by providing design and drafting services and liaising with shop personnel and engineering teams. The Project Coordinator will be a self-starter that can work diligently to meet deadlines, prioritize tasks, and provide high-quality work.

### Key Responsibilities:

- Collaborate and assist Project Managers with all day-to-day activities
- Calculations for system design and equipment selection
- Creation of AutoCAD drawings of systems, equipment & ductwork fabrication drawings
- Performs material takeoffs from Consulting Engineer's prints, and participates in cost estimating
- Creation of bills of materials (BOM) for manufactured items, transferring BOM into shop work orders
- Creation and update of job schedules
- Communicate with Sales, Engineering, Manufacturing, and Installation
- Adhere to our client's documentation and project management processes with a strong level of ownership of project tasks and objectives
- Accompanies Project Manager(s) on-site visits for field measurements when required

### Skills & Qualifications:

- 2-year diploma in Mechanical Engineering or equivalent preferred.
- Proficient in using AutoCAD & CADMEP
- Experience in sheet metal and/or mechanical systems work would be an asset
- Proficient use of computer-based design and productivity programs
- Excellent communication skills, both verbal and written,
- Outstand attention to detail paired with prioritization and organizational skills
- Proficient knowledge of MS Office applications

This role will appeal to a self-motivated and energetic individual that is driven to continually learn and develop while having a passion for delivering quality work. If you are interested in learning more about this career opportunity, please forward your resume to [aj.beaudry@clearchoicehr.ca](mailto:aj.beaudry@clearchoicehr.ca) or call 250.585.6306.

We thank all candidates for their interest however only those selected for an interview will be contacted.