

# Job details-Project Engineer at Six Base

## Job type

Full-time

Fixed term contract

Part-time

## Full Job Description

We are Six Base Inc. A Product Development Company

We are situated at North York, Ontario, and have helped shape the building products industry.

### Position Summary:

We have an exciting opportunity available for a recent Engineering Graduate at our manufacturing plant beginning January 2023.

This Process Engineer will implement ongoing and new projects to meet quality standards in a manner consistent with the Six Base Vision, Mission, Values and Objectives (VMVO). Utilizing principles, this position will focus on process development and optimization, equipment design and optimization, general project engineering.

### Essential Duties & Responsibilities:

- Analyze drawings and specifications on various commercial and industrial projects.
- Drive sales growth by providing applicable product recommendations to customers, upselling where applicable, and meeting sales quotas set by senior leadership.
- Maintain client relationships and manage the client lifecycle through exceptional customer service.
- Prepare job/project estimates.
- Complete written proposal/tender documents for submission to clients.
- Analyze bid and job results.
- Partake in inventory control and maintenance, including cycle and annual inventory counts, as required.
- Complete required training and education.
- Maintain a clean, orderly and safe working environment, as directed.
- Ensure excellent service is provided to internal and external customers and stakeholders.
- Any other related tasks as assigned by the Manager or other senior leadership.
- Required Skills, Abilities and Experience:
- HVACR and Sheet Metal Industry experience and Project Management experience highly preferred.
- Basic computer proficiency is required as this position will require training on our internal computer system, use of a drafting program, and Microsoft Office programs.
- Ability to demonstrate organization in daily tasks.

- Maintain positive working relationships with strong customer service orientation and team player mindset.
- Able to multitask in a fast paced and changing work environment.
- Demonstrated ability to actively listen, follow direction, take initiative and problem solve.
- Exceptional accuracy and attention to detail.
- Highly reliable with excellent attendance record.
- Basic English language proficiency in reading and writing.
- Continuously evaluates workplace for safety concerns and ensures behavioral safety initiatives are performed to goal levels.
- Will be assigned projects and will also participate on others.

### **Education, Minimum Knowledge & Skills Required**

- Recent Graduate of a Degree Program in Engineering in the following disciplines; Mechanical engineering, Automation Engineering, Manufacturing Engineering, Mechatronics Engineering or similar disciplines. Master degree welcome.
- Flexible, open-minded team player with excellent written and verbal communication skills.
- Excellent interpersonal and problem solving capabilities to work effectively in corporate, manufacturing and team environments.
- Proficient in Microsoft Office, Suite, and relevant Engineering/Office software and programs.

The above declarations are intended to cover the majority of this position's duties, responsibilities and requirements to do this job. Depending on business and operations' needs, there may be other duties and responsibilities required contingent upon business requirements. The Company reserves the right to edit and change this job description at its discretion.

Job Types: Full-time, Fixed term contract, Part-time

If interested please send your resume and cover letter to email address [info@sixbase.ca](mailto:info@sixbase.ca).