



Project Coordinator

Company Overview

CiF Lab Solutions is a manufacturer of the highest quality wood casework for the university, college, research, government and healthcare environments, as well as the K-12 institutional market segment in the United States and Canada. CiF Lab Solutions is a fast growing company looking for energetic and motivated individuals to join our team. To keep up with our growth, we are currently seeking an experienced Estimator. This is a three month contract position that may lead to full-time employment.

Position Summary

Assists and supports Project Managers with managing customers' projects from receipt of purchase orders to the shipment or final installation and completion of projects. Ensures projects are carried out in accordance with required specifications, schedules and budgets. Coordinates intra-and-interdepartmental functions such as estimating, drawings, purchase order requisitions, production scheduling and shipping in order to minimize delays, meet customers' requirements, and ensure compliance with established policies, procedures and standard work. Reviews status of projects, resolve issues and implement solutions. Communicates with customer via telephone, e-mail and written correspondence. Keeps appropriate personnel informed of project status and/or issues. Develops, builds and maintains cooperative and effective relationships with customers. May be required to travel to customers' offices and/or jobsites across North America.

Responsibilities

- Assists with the successful execution of a project. Project scope includes CiF manufactured product, various buy out components, equipment and installation.
- Must meet scheduled project timelines and commitments for both the customer and CiF.
- Review new projects and identify variances between the customer's order and the CiF quotation. Communicate those variances to the customer and resolve any differences.
- Discuss shop drawing requirements and milestone dates with the Drafting team.
- Compare CiF shop drawings to architectural drawings and quotation to ensure shop drawings accurately represent the scope of work. Communicate any variances to the customer.
- Research and provide job-specific cut sheets.
- Provide the customer with technical assistance as needed and/or refer the customer to the appropriate source within CiF.
- Maintain current, accurate and complete information regarding orders and projects.
- Manage and support rapid submissions and process as necessary.
- Operate office equipment such as telephone, copy machine, printer, scanner and fax machine.
- Demonstrate professional maturity and high levels of discretion, integrity and ethical behavior.
- Be courteous, positive and customer-focused and display an orientation toward teamwork.
- Work in a safe manner.



Qualifications

- Experience in the project management field desired.
- Good communication and inter-personal skills, including verbal, written and telephone communication.
- Ability to read and comprehend architectural blueprints, drawings and specifications.
- Proficient in the use of basic window-based computer skills such as Excel, Word, Outlook, e-mail and Internet functions.
- Good general math skills.
- Quality conscious with a strong focus on attention to details.
- Sound judgment, fact-finding, decision-making and negotiating skills.
- Good time management and organizational skills; ability to set goals, prioritize and manage multiple tasks and responsibilities simultaneously.
- Willingness and ability to work extra hours and/or travel as projects and workload require.
- Exceptional attendance, reliability and work performance records.

If you enjoy working in a fast-paced environment and enjoy a challenge, then this may be the opportunity for you. We look forward to hearing from you. We thank you for your interest, but only candidates selected for an interview will be contacted