



Allmar Inc., is the leader in the architectural Door and Door Hardware industry. With over 60 years' experience in the industry and branches in 12 Canadian Cities, Allmar has built a reputation of integrity and superior customer service.

We are seeking a full time **Project Coordination Supervisor** to join our **Edmonton** Branch. This position is accountable for the management and execution of all landed projects (both contract and negotiated). The Project Coordination Supervisor will manage the coordination process after the approved shop drawings phase is completed to the point of the shipping and invoicing stages as well as completion of warranty and O&M requirements.

RESPONSIBILITIES

Duties include but are not limited to...

- Hold daily team meetings to ensure all team members are on track with projects. Manage resources to ensure tasks are completed on time, and stakeholders are properly communicated with.
- Provide instruction, direction and mentorship to Project Coordinators.
- Work as liaison between your team, salespeople, estimators and other parties involved to ensure all requirements are successfully captured and meet the customer requirements
- Highlight any problems, and problem solve uncertainty at the start of the projects for coordination team. Ensure any resource restraints are communicated or mitigated up front at project or task kick off.
- Ensure that all purchasing, itemizing, coordinating and communicating with site supervisors and shipping of product is completed to meet the customers construction deadline
- Ensure quality control processes are followed
- Assist in developing a culture of accountability based on meeting deadlines, maintaining customer satisfaction, increasing productivity without sacrificing quality control, enhancing profitability by using best in class purchasing practices
- Provide leadership to create positive and productive relationships with all internal and external parties to maximize the success of every project

KNOWLEDGE, SKILLS AND ABILITIES

- Hardware product knowledge and experience in the door and building construction industry sector
- Knowledge of building code requirements, legislation, regulation and policies an asset
- Cost and budget management
- Coaching and leadership skills required
- Excellent communication skills, both written and oral
- Strong organizational and problem-solving skills
- Strong understanding of project management methods and techniques
- Conflict resolution and negotiation skills, previous experience in a change management role would be a requirement

EDUCATION AND EXPERIENCE REQUIRED

- Minimum 3 -5 years of project coordination experience in the commercial construction industry
 - Experience working with Division 8, 10 or specialized construction products an asset
- Post-secondary education (2-4 year program) in construction project management an asset
 - CET Certification also an asset
- Proficient computer skills in MS Office products (Excel, Word Outlook, MS Project, Teams), AutoCAD
 - ERP Systems experience an asset



GENERAL ORGANIZATIONAL REQUIREMENTS

- Always treat customer and co-worker with dignity and respect
- Willing to perform other jobs as required by organizational demands
- Must be able to work effectively in a team-based collaborative environment
- Ability to work under minimal supervision
- Strong attention to detail
- Work safely and responsibly to ensure a healthy and safe work environment
- Presenting and performing to the highest quality standards
- Must maintain confidentiality of all written and oral communication as applicable
- Always represent the Company with integrity in an ethical and legal manner

ALLMAR OFFERS

- A fun team environment with dedication to superior customer service
- Comprehensive flexible benefits package to meet your needs including; Health, Dental, Vision and a matching RRSP program
- Educational Assistance Program to financially assist with career development possibilities

Please feel free to visit us at www.allmar.com

We thank all interested applications, however, only those under consideration will be contacted.