

RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

## PROJECT COORDINATOR

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, Chief Executive Officer, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

### JOB DESCRIPTION

A Project Coordinator is required to effectively coordinate and communicate on a cross departmental basis the short term and long term requirements for project success. Venturing with projects from inception to successful production, and finally continuous improvement. This Project Coordinator position reports, and is directly responsible to the Manager, Project Development.

The Project Coordinator has two integral roles; improving the repeatability and profitability of existing programs, as well as supporting the onboarding of new business. Ensuring that sales can quote confidently, with as few assumptions as possible.

### JOB DUTIES AND REQUIREMENTS

#### Job Duties

- Organize and facilitate the APQP process to ensure successful program launch(s).
- Receive, analyze, and complete RFQ’s from the automotive industry.
- Assist Outside Sales Territory Managers with RFQ process.
- Coordinate and manage awarded projects and contracts.

- Recognize, acknowledge, and act on continuous improvement opportunities within challenging and simplistic projects.
- Review and understand project details such as technical drawings and specifications. Decipher which departments/individual(s) need to be aware of specific details and relay accordingly.
- Proactively monitor projects for 'road blocks', removing them in advance when possible and actively when needed.
- Develop a sense of ownership on tasked assignments, motivating one to facilitate a project at its various stages.
- Build rapport with all areas of the business, (sales, production, engineering etc.) creating a mutual respect that allows for easy/direct communication.
- Meet with suppliers to develop improved relationships, processing, procedures, logistics, and lower cost solutions to specified projects.
- Simultaneously manage projects of varying difficulty and duration.
- Perform other related duties as required.

### Requirements

- A bachelor's degree in Mechanical or Industrial Engineering from an accredited University or College.
- 1-3 years' working experience, a combination of project management and engineering experience.
- Experience in the automotive RFQ/RFP processes is an asset.
- Proven ability to build strong working relationships, internal and external to the organization.
- Strong knowledge of Microsoft Office.
- A flexible team player with a proven ability to work successfully in a matrix reporting environment.
- Creative, forward thinker.
- Data analysis skills required.
- Demonstrated knowledge of change management.
- Effective communication skills with individuals at all levels of the organization.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Able to work efficiently as a part of a team as well as independently.
- Excellent time and project management skills.
- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Motivated individual with proven initiative.

### MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

### Benefits ALMAG Aluminum offers their employees include:

- Profit sharing
- Health spending account
- Gym memberships – wellness programs
- Education assistance program

- Health and dental
- Life and AD&D
- Vision
- Employee Assistance Program
- Long-term disability
- Critical illness insurance
- Monthly social committee activities