



# CAREER OPPORTUNITY

ProKontrol Carostan « PK Carostan » is a leader in the design and manufacturing of control panels and automated systems. Recognised for their professionalism, their high-quality products and their exceptional technical support and after-sales services, Carostan has forged long term partnerships with their clients where they have supplied panels for important projects such as Hydro-Quebec, CHUM, Cirque du soleil, REM, Cavalia and many more.

Proud to offer products which are CSA and cCSAus certified, we are constantly on the lookout for new technologies which will optimise our products and systems in order to confirm our place as a point of reference for our customer and as an employer of choice for our employees. Originally founded in 1991, and now integrated in the ProKontrol Group, PK Carostan is on the rise! We are looking to fill the following position:

## Operations coordinator

Interested in a career with the **PK Carostan** team? Please send your resume to: [cv@Prokontrol.com](mailto:cv@Prokontrol.com)

### Main Responsibilities

- Act as a Production Coordinator in support of the Assistant Plant Director
- Maintain positive client relationships and uphold ProKontrol Carostan's unique customer approach
- Interact with clients in a professional and proactive manner
- Manage client email inboxes
- Handle unexpected and special client requests
- Ensure that all required information and parts are obtained from clients
- Enter and update priorities in the management tracking file
- Coordinate activities and respond to urgent or time-sensitive requests
- Manage issues related to delivered panels
- Maintain an overall view of processes and costs to identify potential bottlenecks and recommend solutions
- Provide support for invoicing, purchasing, and shipping
- Participate in inventory counts, as required
- Perform any other related duties
- Stay up to date with knowledge regarding new products and technologies
- Participate in training (internal/suppliers), conferences and trade shows

### Requirements

- College or university degree in Operations Management, Business Administration, or any other relevant field
- 3 to 5 years of relevant experience in production or project coordination
- Bilingual (French/English). \*Must be able to communicate with clients across Canada
- Experience in customer service
- Strong ability to analyze and manage a high volume of requests with accuracy
- Good knowledge of current office software (Windows, Word, Excel, etc.).

### Competencies

- Planning and Organizing Skills
- Leadership
- Sense of Responsibility
- Adaptability
- Stress Management

### We Offer

- Competitive Salary
- Good Work/home Life Balance
- Flexible Schedule
- A work environment based on teamwork and respect
- Paid Vacation during Holiday Season
- Personalised training for all
- Opportunity to grow within the company
- Parking, Kitchen and Complimentary Hot Beverages!

**You wish to enrich your technical knowledge in a dynamic environment which stimulates creativity and innovation? This is the role for you!**

**Permanent • Full Time • Based in Boisbriand**

**You're part of the solution!** Please send your resume to: [cv@Prokontrol.com](mailto:cv@Prokontrol.com)