



CAREER OPPORTUNITY

ProKontrol is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

More than a Supplier...A Solution! In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For 40 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

Project Coordinator

Interested in a career with the **ProKontrol** team? Please send your resume to: cv@Prokontrol.com

Main Responsibilities

- Answer client calls, ensure proper handling, and redirect them to the appropriate department or resource
- Open project files in the system
- Participate in project kick off meetings
- Coordinate project deliveries according to the timelines and agreements defined in the estimate
- Coordinate the steps and tasks of each stakeholder
- Collaborate with stakeholders to develop project change orders/extras
- Plan system start-ups and review programmers' reports
- Oversee the administrative management of project files and service calls
- Coordinate all meetings between the client and the programmer
- Analyze client needs and assign the appropriate programmers
- Perform various follow ups with the clients (missing information, schematic approval, etc.)
- Assist in preparing the documentation to be delivered to the client
- Process project invoicing
- Stay up to date with knowledge pertaining to new products and technologies
- Attend training sessions given by suppliers and participate in industry meetings, seminars and trade shows

Requirements

- College or university degree in Operations Management, Business Administration, or any other relevant field
- Experience in project coordination or administrative management - preferably in a technical field
- Experience in the HVAC / controls industry - an asset
- Good knowledge of current office software (Word, Excel, Teams, etc.)
- Bilingual

Competencies

- Customer Service Oriented
- Planning and Organizing Skills
- Stress Management
- Interpersonal Communication
- Critical judgment
- Initiative

We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Parking, Kitchen and Complimentary Hot Beverages
- Opportunity to grow within the company
- Personalized Training for all
- Flexible Schedule
- BBQ & Other Festivities
- Technical Challenges and numerous products to explore!

Permanent • Full Time • Based in Laval

You're part of the solution! Please send your resume to: cv@Prokontrol.com

