



## **Service Coordinator-Millwrighting and Ironwork**

Alltrade Industrial Contractors Inc. - Cambridge, ON

### **Organization Overview**

Alltrade Industrial Contractors, located in Cambridge, Ontario is a leading provider of safe multi-trade services across a broad range of sectors. Our company is only as good as our people, and Alltrade has great people – people working daily to provide outstanding customer value and skilled workmanship. At Alltrade, we build people, projects, communities – together.

### **Job Purpose**

We are currently looking for a full-time Millwrighting and Ironwork Service Coordinator to become an integral member of the Millwrighting and Ironwork team and who will be responsible for all construction activities that take place on the work site, ensuring high standards of workmanship and efficiency. The Coordinator will be responsible for the management of all on-site construction workers and enforcement of all required safety and work regulation policies.

### **Job Duties and Responsibilities**

- Estimating material, labour and equipment to perform field work.
- Assemble customer quotations that are accurate and executable with mitigated risks.
- Perform all necessary pre-job planning activities to ensure field work is managed efficiently.
- Maintain excellent relationships with customers, subcontractors and vendors.
- Accountable for project profitability, schedule adherence and customer satisfaction.
- Provide status updates for safety, cost and schedule.
- Carry out all project administration in accordance with company policies and procedures.
- Develop and monitor the project timelines and deliverables
- Develop recovery strategies when project schedules or budgets are in jeopardy.
- Understand and enforce prime contract and subcontract responsibilities.
- Resolve project disputes.
- Review/approve subcontractor/vendor applications for payment.
- Expedite payment from customers within contract terms.
- Process all change orders, including negotiating and assessing cost and schedule impact.
- Support emergency on-call service on occasion.



## Qualifications and Requirements

- High School Diploma with Certificate of Qualification or equivalent experience.
- College Diploma in Engineering Technology
- PMP or Gold Seal certification is an asset.
- Other Skills/Experience
- 5 to 10 years of full time experience related to the responsibilities defined above.
- Field experience installing, modifying and maintaining mechanical structures, platforms and machinery (Ironwork or Millwrighting).
- Experience supervising trades in an industrial environment.
- Proficient knowledge of Microsoft Office Suite, Microsoft Project.
- Strong communication and problem solving abilities.
- Strong organizational and time-management skills.
- Ability to work effectively as a member of a team as well as an individual.

In order to be considered, all applications must include the Job Title in email subject line.

We thank all applicants for their interest in Alltrade Industrial Contractors, however only those selected for an interview will be contacted. If contacted for an interview please inform us if accommodation is required.

It is the Policy of Alltrade Industrial Contractors to make decisions on interviewing, on the basis of qualifications. We are committed to providing equal opportunities for all qualified employees and applicants for employment without regard for race, religion, colour, sex, age, disability, national origin, marital status or any other grounds specified by law.

Job Type: Full-time

Required experience:

- Welding: 5 years
- Ironworker: 5 years

Required license or certification:

- Drivers License G