

**Project Coordinator**  
**(Richmond, BC)**  
**\$70,000 - \$80,000**

On behalf of our client, J&S Sales in Richmond, BC, we are searching for a highly skilled and detail-oriented Project Coordinator to join their team. J&S is an industry leader in commercial HVAC sales. Stocking a variety of trusted and respected brands, they provide a range of HVAC products. In addition, they supply comprehensive parts and services to their customers. Currently, in a period of sustained growth, they are looking for an experienced Project Coordinator to support their continued expansion.

The Project Coordinator, under the supervision of the VP of Operations, plays a vital role in supporting Sales Engineers by facilitating the planning, execution, and successful completion of numerous simultaneous projects for clients. This role requires excellent communication skills, strong problem-solving abilities, and the ability to work effectively in a fast-paced environment. Located in Richmond, BC J&S Sales prioritizes local candidates who can commute to the office daily.

### Key Responsibilities

- Supporting Sales Engineers in delivering and managing multiple concurrent projects.
- Assisting in administration, scheduling meetings, filling out forms, preparing projects submittal, any documents required for job coordination and completion.
- Coordinate shipments with the factory, communicating with logistics team, dispatch and job sites.
- Be the point of contact between supplier and customer, following up and providing updates to all parties involved.
- Supporting Sales Engineers in delivering and managing multiple concurrent projects including setting up job plans and proposals; preparing contracts; reviewing client contracts, assisting in contract administration; scheduling meetings; preparing, tracking, and distributing deliverables and submittals including RFP's and attending project sites.
- Analyze drawings, specifications, and related documents to generate a takeoff and selections for a bill of materials during BID process.
- Record detailed project information so it is organized and available to the team
- Assist the office with receive, inspect, stock and file paperwork of equipment upon arrival.
- Create shop drawings and assist sales team to fill out any forms needed to start and/or complete projects successfully.
- Participate in meetings: online, office and construction job site.
- Comply with all safety code requirements for this industry
- Support the inside sales team as well as field service technicians in completing projects successful.
- Record, submit and follow up on warranty claims whenever required
- Participating in building and developing Client and Contractor relationships by attending client's sites in the United States and across Canada.
- Working with Accounts Payable/Receivable to ensure project approvals and additional charges are appropriately captured in fees. Assist in following up regarding overdue invoices.

- Working closely with sales engineers or project managers to resolve issues. with general project-related duties which could include resource planning (could include using resource planning software – Unanet), submitting expenses, scheduling and preparing for meetings, and setting up travel plans.
- Managing internal information flow between Sales Engineers and management.
- Assist with other tasks, such as bid management, as needed.

## Skills and Qualifications

- Proven experience as a project coordinator or similar role in an environment such as engineering, construction, architecture, or another project-oriented environment.
- Familiarity with the construction industry is required.
- Experience in the mechanical design field is an asset.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite, including Excel is required.
- Familiarity with Adobe PDF or Bluebeam is an asset.
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy.
- Strong problem-solving abilities.
- Ability to work independently and as part of a team.

Are you looking to coordinate Projects across North America? And catch the occasional flight to Toronto and Kansas? Join J&S Sales and be part of a great team that celebrates success together with birthday lunches, Golf Tournaments, and much more. J&S also offers training, excellent benefits, and occasional travel (At least twice per year). If you have a demonstrated background and want to learn more about this opportunity, please forward your resume to [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca). We'd like to ask all applicants to apply through the official process managed by MNP and to avoid speculative approaches.

We appreciate the interest of all applicants, and only those selected for interviews will be contacted. Due to the cross-border travel required in this role, we require all applicants to be eligible for unrestricted travel to the United States.