

## **Project Coordinator**

Forward Signs Inc.  
Toronto, ON

### **Full Job Description**

At the heart of Forward Signs are the principles of quality and precision, flexibility and creativity to ensure that we deliver the highest standards of excellence to adapt to our client's ever-changing needs. Forward Signs was founded in 1986 catering to local business communities within the Greater Toronto Area. Hard work and perseverance enabled us to gain the confidence of our customers at a time where we offered simple yet creative signage products. As our business and client list grew across North America, Forward Signs became hand-in-hand with quality service, efficient production and innovative signage designs. With this unprecedented growth, we relocated to our current facility that is 50,000 sq ft and employs 100+ employees. Our employee's loyalty and dedication created a distinct relationship in the company and speaks volume about Forward Sign's reputation. To ensure the quality of all signage, our staffs are all well trained and certified in their area of expertise.

### **General Information:**

Job Title: Project Coordinator

Department: Sales

### **BASIC FUNCTION:**

The role of this Project Coordinator (PC) will split in project management for all aspects of the signage, metal cladding etc.

This PC will be under the supervision and direction of the Account Manager and Account Executive. This PC will communicate with internal departments, external corporate / commercial clients, vendors and contractors. The PC will plan and coordinate internal resources to ensure effective delivery of products and services within given timeline to meet and exceed client expectations.

The PC will develop and track project schedules, effectively and efficiently coordinate with all parties, and manages resources to complete the project on time and on budget.

## **MAJOR DUTIES:**

The duties of this Project Coordinator include but not limit to:

- Directly working under the Account Manager/Account Executive and project management team to ensure signage and metal cladding are executed properly and efficiently at each stage from start to installation or delivery.
- Major tasks include project coordination, vendor management, and administrative work.
- Communicate with internal departments such as design, production, and installation teams to ensure updated and correct project information are obtained and shared with involved parties in a professional manner.
- Coordinate all relevant project information and schedules with both internal and external contacts to ensure the project is completed on time and within budget constraint.
- Ensure accurate invoicing details and perform invoicing functions upon completion of projects.
- Assist in project tracking and reporting with internal and external contacts while developing skills to read and understand construction drawings in relation to signage scope of work.

## **QUALIFICATION: ·**

Post-secondary certificate or diploma preferred.

Minimum 2+ years of work experience in project coordination, vendor management, and administrative field.

Energetic team player who works well under pressure in a fast-paced environment and be able to meet tight deadlines.

Excellent time management, multitasking and organization skills.

Exceptional attention to detail and can independently complete tasks.

Can be a team leader and a team player at times.

Creative, flexible, proactive, and be coachable.

Proficiency in using MS Office

Highly proficient in both oral and written English.

Fluent in Chinese (Mandarin/Cantonese) is an asset.

Job Type: Full-time

Experience:

- Construction Management: 1 year (Preferred)

Licence:

- Driver's Licence (Preferred)

Language:

- English (Required)
- Chinese (Preferred)

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