



SERVICE & SMALL PROJECT COORDINATOR – GLAZING CONTRACTOR

The leading commercial glazing and aluminum contractor in Alberta is experiencing unprecedented growth with significant backlog and a multitude of future opportunities.

We require a motivated, experienced Project Coordinator to add to our professional project management group.

DUTIES:

- PROJECT ORGANIZATION & PLANNING
- COST TRACKING & SCHEDULING
- SHOP DRAWING REVIEW & MODIFICATION
- MATERIALS PROCUREMENT & COORDINATING DELIVERIES
- LIASON WITH GENERAL CONTRACTORS & SITE PERSONNEL

ESSENTIAL EXPERIENCE & TRAINING:

Understanding of Aluminum curtainwalls, glazing systems, skylites, commercial construction and fabrication.

Hands on Glazier experience and/or training

Computer skills – Word & Excel, MS Project or similar

PREFERRED ADDITIONAL EXPERIENCE & TRAINING:

Experience in unitized systems,

Reading & understanding architectural and shop drawings,

Experience in ACAD

Construction Engineering technologist (CET) or equivalent

Construction management training and/Gold Seal certification

CRITICAL ATTRIBUTES:

The successful candidate will ask questions and interact with others in a cooperative group environment

The desire to learn and grow, possess a positive attitude & organizational abilities

TRAINING - we encourage and facilitate upgrading and ongoing technical training

BENEFITS – full benefit package in an open shop environment through Merit Cont.

SALARY – above industry standards with 2 salary reviews and 2 bonus events yearly

We appreciate all applications however only those being considered will be contacted

Alberta Glass Company Inc.

www.albertaglass.com

Attn: Tasha

#101 2616 18th St NE

Calgary AB T2E 7R1

Email: resumes@albertaglass.com

Fax (403) 219 3300