

Project Coordinator

Since 1933, Preston Phipps has been providing products and services related to the optimization of steam distribution systems in addition to offering a complete line of valve, HVAC, air control, flow measurement and water treatment solutions.

With offices across Canada, Preston Phipps continues to be a leader in the Canadian industrial and commercial marketplace. We continue to proudly represent our manufacturers on an exclusive basis while evolving into a true one stop single source solution provider offering full turnkey solutions for commercial installations, service contracts and energy audits, industrial steam optimization projects including Engineer, Procure, and project management, as well as our own CSA B51 certified and ASME “U” stamped certified shop providing fully designed and ready to deliver assembled packages.

Preston Phipps also offers an extensive line of Laboratory & Ventilation systems for the Healthcare, Chemical, Bio-Pharm and Life Sciences industries.

We are looking forward to adding a Project Coordinator (Mechanical Technologist or Mechanical Engineer-EIT) to our Ontario Team. The ideal candidate will be a self-starter working in an entrepreneurial environment focused on project coordination. In this position, the candidate will build and maintain customer relationships at various levels within our client’s organization from maintenance personnel to upper management. Some of the job expectation are:

- Understand project scope and client expectations
- Coordination of projects from the point of sale to final installation and commissioning.
- Coordinate with Architects, General Contractors, Engineers and Owner
- Review of design packages, including comparing engineers’ drawings and specifications versus proposal package for risk evaluation and discrepancies – scope, technical, financial, delivery, performance, logistics, and other potential gaps
- Hosting Kick-off and Technical review meetings with clients as required
- Act as the key point person between manufacturers and customers
- Monitors status of work performed by sub-contractors
- Maintain project information including work plans, schedules, project files and reports
- Submitting schedule updates and change orders to the client, including progress reports and all communication surrounding schedule and scope changes
- Making sure that all project resources are adequately booked for the work required
- Coordinating system start-ups with Technical as required on a project to project basis
- Build detailed knowledge of product offerings to support sales staff with design and selection
- Visit project sites to meet with contractors and provide direction on installation requirements
- Provide insurance certificates, and statutory declaration documents to clients when required
- Supply accounting with closeout package to facilitate billing
- Assess potential risks and propose risk mitigation strategies

Qualifications and Skill Requirements

- Degree/Diploma in Technical/Engineering or related field
- Professional individual with detail-oriented, documentation, organizational, and communication skills (both written and oral)
- Experience in laboratory set-up would be preferred
- Confident and comfortable working in a self-managed environment. Happy to 'take the ball and run with it'.

Working Experience

1 to 3 years' Experience working with mechanical equipment and controls.

This full-time position includes:

- competitive base salary
- Health plan
- Dental plan

Job training will be provided

Please apply to toronto@prestonhipps.com