

## **Job Description - Project Site Coordinator**

### **OVERVIEW:**

Cascadia Windows & Doors is an innovative, industry leader, creating beautifully designed architectural fiberglass windows, doors and cladding support systems. Included in some of the most exciting and award-winning construction projects across North America, Cascadia's goal is to help revolutionize the energy-efficiency of modern buildings and drive the adoption of high-performance building products.

The Project Site Coordinator will be responsible for onsite installations across the Greater Vancouver Area. He/she will predominantly be onsite conducting visits, managing Installation crews, site measuring and reporting on or updating project schedules and timelines. You are innovative, creative and a team player who can work in a fast-paced, deadline-driven environment. The selected candidate will work closely with the Project Managers & Installers.

### **RESPONSIBILITIES:**

- Coordinate and schedule delivery of multi-unit/commercial projects, prepare installation packages
- Site measure openings
- Coordinate with Project Manager and schedule site visits/measures
- Read and interpret drawings and specifications to determine installation requirements
- Confirm production dates during production meetings
- Liaison with Installers and production regarding any changes that occur onsite or in production (e.g. schedule dates, delays, etc.)
- Coordinate and schedule Installers for delivery dates and update their availability on a weekly basis
- Conduct necessary follow-up for work orders that include parts discrepancies or back orders and coordinate next possible delivery dates
- Coordinate service appointments, delivery, and installation
- Organize and prepare service parts, ensure they are ready for pick up as required
- Conducts site visits to ensure on-time, high-quality installations
- Provide support and coordinate training for Installers as required
- Ensure all Installers have required safety equipment, training, and WSIB clearance certificates
- Maintain a safe working environment in accordance with the Organizational Health and Safety Act
- Participates in various departmental and interdepartmental meetings or training as required
- Other duties as required

### **QUALIFICATIONS:**

- Excellent written and oral communication skills required
- Reliability, integrity, passion and in-person presentation skills with a strong ability to establish relationships and close deals
- Familiarity and/or experience with various computer software such as MS Office/Outlook.
- Excellent planning, coordination, and scheduling skills
- Knowledge of OHSA regulations for construction projects
- Ability to function as an effective team leader capable of motivating a team
- High-energy, detail-oriented, results-driven, self-motivated individual
- A valid driver's license and access to a vehicle.
- Must be flexible with work hours
- 2 to 5+ years' experience in Installation, coordinating multiple projects; strong window and door industry knowledge an asset
- Professional designation an asset

**WHAT WE OFFER:**

- An opportunity to make your mark in a well-established but growing company that is focused on helping the construction industry achieve higher performing buildings
- Competitive salary and benefits program
- Continuous training and opportunities to learn with a knowledge-based company that is at the forefront of the green building movement

The role is based in the head office in Langley, BC working Monday-Friday full-time and reporting to the General Manager of Construction Services.

Cascadia is an equal opportunity employer and we are committed to fostering an inclusive environment where all team members feel supported and respected.

Please send expressions of interest and resumes for this position to: [PSangha@cascadiawindows.com](mailto:PSangha@cascadiawindows.com)