



<https://blanchettneon.com/job/project-coordinator/>

Project Coordinator

Description

Blanchett Signage Solutions is currently seeking a permanent, full-time project coordinator to join our industry-leading team of signage professionals in Edmonton, AB.

Established in 1947, Blanchett is an industry leading Edmonton-based, family owned & operated signage provider servicing the Western Canadian Region. The quality of our signage solutions is solely due to the experience of our team, and we pride ourselves in ensuring our team members are specialized.

With in-house graphic concept artists, to dedicated departmental staff in production, and certified installation technicians, we know we have the team to tackle all signage projects.

If you are looking for an opportunity that aligns with your values and skill set, then Blanchett may be the fit you are looking for. Blanchett offers a full benefits package, paid vacation time, RRSP-matching program, and opportunities for advancement and personal development.

The Project Coordinator will support Account Executives and our internal operations team in planning, executing, and finalizing multi-level projects within Edmonton and surrounding areas to ensure a successfully executed project scope. The ideal candidate is highly organized, detail-orientated and capable of juggling multiple priorities simultaneously.

This position offers a great opportunity for growth and development within our organization. If you have a passion for coordinating projects and possess the required skills, we encourage you to apply.

Responsibilities

- Manage project activities throughout the life cycle of the project, including the allocation of adequate approvals, resources, scheduling, documentation, and budgets.
- Subcontractor Management: vet and monitor performance for all subcontractors.
- Alongside Installation Coordinator, support and coordinate any/all onsite requirements.
- Manage changes to the project scope, schedule and costs.
- Organize, attend and participate in stakeholder meetings.
- Communicate with stakeholders to provide project updates.
- General project oversight and quality control.

Qualifications

- Excellent verbal and written communication skills.

Hiring organization

Blanchett

Employment Type

Full-time

Duration of employment

Permanent

Industry

Signage

Job Location

12850 St. Albert Trail, T5L 4H6,
Edmonton, AB, Canada

Working Hours

7:30-4:00 Monday to Friday

Base Salary

\$ 60,000 - \$ 80,000

Date posted

July 5, 2024

- Exceptional customer service skills along with a strong sense of team collaboration.
- Proficiency in project management software tools.
- Ability to read and interpret blueprints and schematics.
- Knowledge of construction estimating techniques.
- Excellent organizational abilities.
- Strong attention to detail and accuracy.
- Able to interpret and effectively manage multiple and competing priorities and timelines.
- Valid Alberta Driving License and reliable vehicle.
- Project management: 2 years (preferred)

Job Benefits

- Edmonton-based, family-owned and operated company with over 75 years of success.
- Competitive Salary
- Full Benefits Package and RRSP matching program after probationary period.
- Opportunities for Advancement and Personal Development
- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Vision care

Blanchett is an Equal Employment Opportunity employer with the goal to be inclusive, diverse, and representative of the community where we work while creating an environment where every person can enjoy a successful career. This commitment applies to all candidates and employees regardless of race, ethnicity, citizenship, creed, place of origin, religion, sex, gender identity, gender expression, sexual orientation, family status, marital status, disability, age, and any other protected characteristic.