



# Occupational Description

<b>Job title</b>	Project Coordinator
<b>Reports to</b>	Manager of Operations
<b>Job Type</b>	Full Time

## Job purpose

- The main purpose of this job is to ensure that purchasing and manufacturing processes run reliably and efficiently.
- The position is responsible for managing the flow of work and materials to the production floor in order to help efficiently manufacturing high quality food-grade dehydration equipment for NuWave's customers.
- The role will ensure all processes of inventory management are followed and orders are placed, processed and delivered on expected time and standards of excellence set by the senior management.
- Being a company of constant improvement through innovation, this position will actively participate in identifying ineffective processes and leading projects to improve them.
- Based on business requirements, this position is responsible for executing all tasks as assigned by the senior management.

## Duties and responsibilities

### **Main Responsibilities:**

- Creating work orders, schedules, tracking progress and coordinating the resolution of manufacturing or purchasing issues.
- Develop project plans through coordination with various departments and report on progress during weekly meetings.
- Assist with the management of daily operational activities.
- Ensuring that workorders, materials, and supplies flow between the necessary facilities in coordination with the production staff.
- Oversee workorder data to ensure proper procedures are being adhered to.
- Identifying inventory shortfalls that will impact work orders and monitor and update the status of purchases including deliveries.
- Aid and maintain operations documents and reports. These documents include but are not limited to minutes of meetings, Gantt charts, and QC reports.

### **Reporting**

- Communicates project status and progress updates to Senior Management.
- Weekly summary sheets of time tracking data, machine build status, and issues reported for Senior Management to review.
- Develops comprehensive project completion reports ("lessons learned") to avoid errors, inefficiencies and other issues in future projects.

## Qualifications

- Education
  - High school diploma/GED is required; Bachelor's degree preferred.
- Experience
  - Experience working with ERP systems (Microsoft Dynamics NAV an asset).
  - Experience working with Microsoft Teams and Microsoft Office Suite.

- Specialized knowledge
  - Post-secondary training in Project Management or related field an asset.
  - Knowledge of manufacturing processes and their appropriate uses.
  - Knowledge of mechanical and materials engineering an asset.
  
- Skills
  - Strong computer skills (word processing, spread sheets).
  - Strong organizational, scheduling and time management skills.
  - Excellent English verbal and written communication skills.
  - Ability to multitask and prioritize.
  - Self-starter with strong problem-solving skills.
  - Ability to gather and analyze data and to work with figures.
  
- Other characteristics such as personal characteristics
  - Strong work ethic and leads by example.
  - Ability to work efficiently with minimum supervision.
  - Maintain a positive and respectful workplace.
  - Professional etiquette with phone calls, emails and meetings.
  - Able to work in an office environment but also comfortable in a warehouse shop environment when needed.
  - Willing and able to support the organization in tasks outside of the job description.
  
- Basic Requirements
  - Class 5 drivers license and daily access to your own vehicle
  - Legal to work in Canada

### **Working conditions**

This role will work in collaboration with a talented team of Engineers, Food Scientists, Finance and Production teams and be required to set and deliver on the expected standards of excellence set by senior management.

### **Physical requirements**

- Must be able to lift 30 pounds.
- Must be able to sit or stand for long periods of time.

### **Direct reports**

None

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*