



EVANS

DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

Opened November 18, 2021

POSITION TITLE:

Parts & Accessories Project Coordinator (PPC)

REQUIREMENTS:

At Evans, the Parts Project Coordinator role is considered an entry level position into Project Management. The primary focus is to first develop knowledge of our products at the parts and components level while also developing project management best practices, control room design, project knowledge, a basic understanding of internal processes and pricing.

PRIMARY FUNCTION:

Working under the direction of the Parts & Accessories Team Leader, the Parts Project Coordinator supports quotations; planning & preparation, contract execution, change management, project completion and communication with internal/external stakeholders.

EDUCATION/SKILLS/ COMPETENCIES:

- Post-secondary education, preferably with a technical background in engineering, design, or business
- 3-5 years working experience in a similar role or with relatable experience
- Capable of interpreting technical and architectural drawings
- Strong technical aptitude
- Very strong verbal/ written communication skills
- Process orientated with strong attention to detail
- Strong organization and time management skills
- Motivated, can do attitude, eager to learn new concepts
- Strong work ethic

RESPONSIBILITIES:

- Support project tasks as directed by the Team Leader, Project Manager. Regional Sales Manager or Manager of the Team
- Gain knowledge of product and service capabilities and limitations
- Learn & follow internal processes and procedures
- Understand basic architectural, control room and ergonomic concepts
- Learn Project Management best practices [within the Evans context]
- Support ISO quality standards and requirements
- Assist in the preparation of project proposals, execution or closing
- Work with internal stakeholders
- Manage standard projects under the direction of the Regional Project Manager Lead or Project Managers

APPLICATION PROCESS:

If you are qualified, interested or know of someone who could be interested please contact **HUMAN RESOURCES** at careers@evansonline.com **THIS POSTING SHALL RUN IN TANDEM WITH AN EXTERNAL POSTING**