



An industry leader for high-tech, automated, environmentally controlled greenhouses, ALPS provides turn-key solutions for facility design, engineering, construction, support, maintenance, security, cultivation and genetics. ALPS also provides consulting and assistance with meeting GACP cultivation and EU GMP certification requirements.

PROJECT COORDINATOR

ALPS Inc. is recruiting for a **Project Coordinator** to join our growing team in Burlington, Ontario. Reporting to the Director, Project Management, this Coordinator will facilitate the planning and execution of various projects, coordinate activities with project managers and other project stakeholders to ensure effective communication, and maintain project databases and tracking tools.

This Coordinator will be customer-focused, detail oriented and have related construction experience.

MAIN RESPONSIBILITIES

- Work collaboratively with members of our project team and our clients to develop timelines, schedules, and oversee progress to make sure project goals are met
- Work with project managers to engage and develop vendor relationships
- Create and/or review reports prior to distributing to internal and external clients
- Organize and maintain thorough project documentation; support the Project Managers will administrative functions as required
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Customer service orientation
- Effective verbal and written communication skills
- Ability to work effectively with a multi-disciplinary team
- Robust project management/coordination skill set
- Strong willingness to participate in an intensive and extensive learning opportunity
- High degree of independent ability to think strategically and problem solve
- Strong organizational skills, ability to multi-task and ability to exercise independent judgment
- Strong attention to detail
- Accountable for results, strives to meet and exceed expectations
- Ability to sort, prioritize, retain, and analyze information
- Strong computer skills in Microsoft Office suite with focus on excel

EXPERIENCE AND EDUCATION

- Bachelor of Engineering or a College/Technical Diploma in an electrical, mechanical or building HVAC program
- 1-2 years of experience coordinating projects involving diverse teams operating in a fast-paced, innovation driven environment is preferred; however, we will consider a recent graduate of a relevant program from an accredited College or University
- Additional project related designations or equivalent certification is considered an asset



- Some industry related technical field experience required
- Experience creating and maintaining reports in excel
- Experience using Smartsheets is a plus
- Experience responding to complex and stressful situations and resolving issues positively and professionally

Interested candidates are encouraged to apply with their cover letter and resume to: hr@alpsmj.com. We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

ALPS Inc. is an Equal Opportunity Employer. We are committed to doing business inclusively and accommodate applicants with disabilities. If you require accommodation throughout the recruitment and selection process, please contact our Human Resources Team.