



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

PROJECT COORDINATOR

ALPS is recruiting for the position of **Project Coordinator** to join our Burlington office team. The position will report to the Director of Project Management and will work closely with the President and the projects he manages.

The successful candidate must be customer-service focused with a can-do, positive attitude. Attention to detail and accuracy is essential. Our President travels extensively. The successful candidate must be willing to adjust work hours to accommodate this. Related experience, particularly a background in construction is essential.

MAIN RESPONSIBILITIES

- Coordinate project activities, attend and minute meetings, plan and track budgets, plan and track time schedules
- Coordinate activity and information between staff, client and vendors
- Work collaboratively with our clients, president and other members of our project team
- Maintain project management software and other related files
- Work knowledgably with technical staff and vendors.
- Create and facilitate project related documents and reports, distributing final versions to the intended audience.
- Other assignments and administration activities as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient and excellent ability to speak, write and relate in English
- Understanding of project management processes and documentation including time schedules, budgets and rasci charts
- Ability to work independently and problem solve
- Exceptional organization skills and logical thought process is essential
- Ability to sort, prioritize, retain, and analyze information
- Comfortable working collaboratively in a multi-disciplined team
- Accountable for results, strives to meet and deadlines and expectations
- Excellent computer skills in Microsoft Office suite with focus on Excel, Word and PowerPoint.

EXPERIENCE AND EDUCATION

- Engineering or similar technical degree or diploma.
- Minimum 2 years direct project management experience in a coordinating/supporting role
- Experience in greenhouse, agriculture or food related field
- Experience creating proposals and reports
- Demonstrated ability to succeed in a high-paced environment



Interested candidates are encouraged to apply with a 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.