**JITECH**

**Company Description**

Since 2004, JITECH has been offering leading-edge solutions to a diversified clientele seeking innovative, concrete and pragmatic solutions. Our medium-sized firm includes determined Steel Detailers and Engineers whose work revolves around five main fields: oil and gas, mining, material handling, metallurgy, and bridges. At JITECH, we look for original ideas by uniting people of different origins, educations, and sometimes different opinions. This combination of experiences gives rise to unconventional ideas that are often the basis of innovative solutions. JITECH encourages its employees to maintain a balanced life that leaves time for activities outside the office. This allows our clients to count on Engineers and Steel detailers who are energetic and enthusiastic and ready to face our clients' challenges. We firmly believe that Engineers and Steel detailers, who work 18 hours a day, seven days a week, are not capable of creative thought. All employees at Jitech must participate to the quality management program.

**POSITION:** PROJECT COORDINATOR

**IMMEDIATE SUPERVISOR:** OPERATIONS COORDINATOR

**Goal of position**:

The person in this position assists with the workflow of all projects like quotes, deliverables, and internal reports. Working hours are from 8:30 am to 4:30 pm with some overtime required occasionally.

**Key responsibilities:**

* Submit projects deliverables to customers;
* Document control for engineering projects;
* Ensure quotes are prepared and sent to customers;
* Ensure that payments are received by customers;
* Assist with collection and preparation of data;
* Follow up with customers on missing information;
* Participate in the quality management program;
* Ensure communication is maintained with customers;
* File (physical and electronic).

**Qualifications:**

* Associate’s or bachelor’s degree in Business Management or equivalent;
* 5+ years of experience in an Office Administrator or related position
* Working knowledge of Microsoft Office products;
* Self-starter;
* Excellent organizational skills;
* Excellent written and verbal skills;
* Autonomous
* Fluency in English, French and Spanish are an asset.