

Position Description

Position (Area): Project Coordinator (Engineering)

Employment Type: Full-Time

DECAST is the largest manufacturing facility for infrastructure products in Canada, including water transmission, bridges, storm and sanitary, tunneling and engineered precast products. We are looking for an energetic team player to join our organization in our Engineering Department

Duties & Responsibilities

- Create detailed production drawings for the manufacturing process using DECAST -Pro Software Program and AutoCad.
- Follow Provincial and Municipal Engineering Standards to produce accurate shop drawings
- Liaise between customers and consulting engineers for clarification and troubleshooting issues
- Enter project bill of materials into accounting software program
- Work closely with production scheduler, manufacturing, logistics and Sales Team to ensure customer receives the correct material on time.
- Coordinate the completion of multiple projects through the workflow process
- Work as a team member in the DECAST Ltd. Engineering Department

Education & Experience

- College Diploma in Civil Engineering – Technician/Technologist
- Strong multitasking, time management and organizational skills
- A understanding of contract drawings and documents, construction procedures and terminology
- Strong written and verbal communication skills
- Working Knowledge of MS Office: Outlook, Access, Excel and Word
- Engineering Design Software - AutoCad

Working at DECAST

We offer competitive compensation and benefits as well as the opportunity for growth on a safety-committed team within an exciting work environment. If you are interested in joining the DECAST team, please apply with your resume and cover letter to careers@decastltd.com. We thank all applicants for their interest however only those candidates selected for an interview will be contacted.

DECAST is committed to providing accommodations for people with disabilities. Should you require accommodations please contact Carrie Creamer HS/HR Administrator at (705) 734-2892