



CAREER OPPORTUNITY

Engineering Coordinator

TITLE	DEPARTMENT	REPORTS TO
Engineering Coordinator	Engineering	Engineering Manager
COMPANY PROFILE		
<p>Nordic Minesteel Technologies Inc. and its subsidiary companies (NMT), experts in horizontal and vertical solutions for mining, provide reliable, custom solutions and dependable service to our customers improving safety and increasing profit in their operations.</p>		
JOB DESCRIPTION		
<ul style="list-style-type: none"> • Set up project schedules for customer and internal use using Microsoft Project. • Regularly review milestones and commitment dates and bring issues to the attention of management if milestones or due dates are in jeopardy of being missed. • Communicate with customers through the life of the project. • Schedule and lead internal meetings as the project transfers from one department to the next. • Coordinate the transfer of the drawing package from Engineering to Operations. • Assist Operations with basic questions related to drawings. • Assist Engineering Project Manager in any tasks as required. • Work with ISO Coordinator to ensure that the QMS processes and forms are implemented and followed by the engineering department. • Draft, issue, track, update and close out NCR's for the department according to QMS procedures. • Work with the QA/QC team to ensure required information, reviews, records, etc. are provided by the engineering department in a timely manner to meet the requirements of the QA/QC processes. • Confirm that all required checks and inspections are being fulfilled to meet schedule. • Create overall project checklists to ensure all requirements are addressed and delivered • Attendance and participation in meetings as required. • Other tasks, projects and responsibilities as may be assigned. 		
REQUIRED EXPERIENCE & SKILLS		
<ul style="list-style-type: none"> • 3+ years' experience in an engineering or manufacturing environment with both scheduling and customer communication experience. • Ability to interpret engineering drawings and standards and communicate requirements to the team. • Excellent written and verbal communication skills in English. • Exceptional organizational and planning skills. • Capable of representing the company in a professional manner when interacting with customers in any manner. • Proficient computer skills including ability to use Microsoft Project and standard office software and at an advanced level. • Ability and willingness to learn new software programs as required. • Ability to work independently in a fast-paced, deadline driven environment. 		
JOB TYPE	SALARY	LOCATION
Full-time, permanent	Commensurate with experience	North Bay
EDUCATION	LANGUAGE	EMAIL RESUMES TO:
College diploma	Bilingual is considered an asset.	wdesormeau@nordicminesteel.com