



LTR Industries (Ottawa) Limited supplies Commercial Millwork to the general construction industry, Interior Designers and individual commercial/residential clients and offer complete design/build services, or pre-costed tendered jobs.

LTR Industries is looking for a **Project Coordinator** to join our growing team. Reporting directly to the Senior Project Manager, your duties will include:

- Prepare samples for projects
- Identify long lead time items
- Tracking and identifying project materials
- Interaction with clients by phone and email
- Assist scheduling installation teams
- Schedule deliveries to worksites
- Site measurements
- Site co-ordination meetings
- Other responsibilities as assigned by Senior Project Manager

You will bring:

- Experience in the woodworking industry
- Ability to work independently and in a team environment
- Excellent knowledge of Microsoft Office Suite
- Experience with CAD and other industry drafting software
- Detail oriented and organized
- Strong written, and oral communication skills
- Ability to read, analyze and interpret Architectural Millwork Drawings
- Knowledge of millwork materials
- Excellent time management skills
- Able to work under pressure with tight deadlines

We provide a team atmosphere that fosters growth and critical thinking. Competitive compensation and a comprehensive benefit package await the right candidate.

OUR MISSION

LTR'S DEDICATED TEAM USES INNOVATIVE SOLUTIONS TO PROVIDE HIGH QUALITY PRODUCTS, ON TIME TO OUR VALUED CUSTOMERS

2610 RIDEAU ROAD GLOUCESTER, ONT. K1X 1A1 TEL. (613) 822-3376 FAX (613) 822-3379

EMAIL mail@LTRindustries.com