



Architectural Millwork

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.

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, analyse 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.

ADDRESS

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