



Architectural Millwork

LTR Industries is looking for a **Site Coordinator** to join our growing team. Reporting directly to the President, you will bring knowledge and a strong ethic.

ABOUT US:

- 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' one-stop-shop approach makes excellent architectural millwork a seamless and painless experience for architects, general contractors, interior designers, and commercial enterprises.

WHY WORK WITH US:

- A high-paced and creative environment, where all team members have an opportunity to contribute. Our employees have the freedom to present new ideas and find creative solutions to help us drive our growth and continuous improvement model.
- Recently added a 25,000 sq feet State of the Art facility with a focus on Employee comfort and Safety.
- We're a family first company, that goes above and beyond for its family (employees) by providing a working environment that is value driven and focused on doing worthwhile work.
- We are a company that supports life-long learning. We support your personal and career development. We provide in-house courses, extensive training, and many other resources to enable our employees to achieve their personal goals and be successful in their careers.
- We believe in your potential. If you're looking to develop your expertise with learning opportunities and mentoring, we'll make that happen. Your growth path is in your hands, and you'll have ongoing meetings with your manager to help determine your path.
- At LTR Industries, we understand that experience comes in many forms. We're dedicated to adding new perspectives to the team - so if your experience is close to what we're looking for, please consider applying.



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RESPONSIBILITES:

- Travel to sites on a regular basis to check project progress
- Identify site progression bottlenecks and potential delays and initiate solutions
- Scheduling of site measurements,
- Ensure that project materials are delivered and stored in a safe area while awaiting installation.
- Maintains and drives the construction schedule in conjunction with the project team ensuring that milestones and deadlines are met.
- Scheduling of site installation by LTR employees / LTR subcontractors with the Shop Foreman.
- Deal with any installation issues.
- Maintains site reports accurately.
- Follow the LTR installation flow process on all project assignments
- Communicate regularly with the Project Manager with updates on key activities.
- Positively promote LTR in all dealings with vendors, clients and staff. Carry out any relationship management with vendors and clients, delegated by the President.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

REQUIREMENTS:

- 5 years' experience in residential and/or commercial millwork.
- Excellent understanding of manufacturing and project management
- Strong understanding of current construction practices
- Valid Ontario (G) license

ADDRESS

2610 Rideau Road, ON K1X 1A1

EMAIL

Mail@LTRIndustries.com

OFFICE

613-822-3376

LTRIndustries.com



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- Ability to read and understand blueprints
- Experience using the following software an asset: AutoCAD, Microvellum, Microsoft suite of software, including Outlook, any Project management software
- Excellent management, negotiating and organizational skills
- Sound judgment and decision-making skills with ability to consider the relative costs and benefits of potential actions and choose the appropriate course of action.
- Possess prioritization skills necessary to use time effectively and set action plans to achieve targets.
- Strong interpersonal and communication skills
- Works well under pressure and meets deadlines
- Demonstrated relationship-building skills

JOB TYPE:

- Full-time, Permanent

BENEFITS:

- Company events – (Fun BBQ, Christmas parties, Celebrating birthdays)
- Free scrimmage hockey games every Friday from Sept-March
- Off work early on Fridays
- Team lunch before every long weekend
- Bonus potential
- Boot Allowance
- Comprehensive benefit package
- On-site parking

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

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