



Construction/Service Coordinator - Hamilton

CIMCO is looking for a **Construction/Service Coordinator** for our Hamilton, Ontario Branch. This role is responsible for the coordination of fixed price industrial refrigeration (Ammonia/Freon) and fixed price HVAC jobs, as well as coordinating small time and materials jobs. The ideal candidate will have 2 to 5 years' experience in a similar role, have strong knowledge and understanding of the Industrial Refrigeration & HVAC industries and the ability to coordinate and organize multiple jobs and tasks.

Location: Hamilton, ON

Role Specific Duties:

- Administration of TSSA for branch
- Provide CAD drawings when required
- Coordinate branch Health and Safety
- Assist with shipping and receiving
- Assist with shop organization
- Coordination of the Service operation
- Assist Service Manager with warranty issues and reports
- Assist with Fleet and Tool administration
- Coordinate CSA tracking
- Develop CSA equipment lists
- Coordinate Time and Materials tracking system

Required Professional Knowledge, Skills & Qualifications

- Post-Secondary education
- Experience with AutoCad or other design software preferred
- Ability to work effectively in a team environment and across all organizational levels, where flexibility, collaboration and adaptability are important.
- Ability to problem solving, decision making, critical thinking, job task planning and organizing.
- Excellent interpersonal skills including oral and written communication skills.
- Strong organizational skills with an exceptional eye for detail.

Company Profile

CIMCO specializes in the engineering, design, manufacture, installation and service of complex thermal building solutions for industrial, process cooling and recreational refrigeration and mechanical systems. For more than 100 years, CIMCO's leadership and unparalleled research, development and manufacturing programs has put us at the forefront of industry advancements and technological breakthroughs. Our professional engineers, technicians and designers apply innovative state-of-the-art equipment and refrigerants to develop systems that meet even the most complex thermal challenges.

We offer excellent compensation and benefits, including Pension Plan, Share Purchase Plan, Medical and Dental.

If you or someone you know is interested in this opportunity, please forward your resume via email to CimcoHR@Toromont.com. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

CIMCO Refrigeration is an equal opportunity employer who recognizes and values diversity. Upon request, CIMCO Refrigeration will accommodate any applicant with disabilities throughout the recruiting processes, including any required applications, interviews and/or assessments.