



# VESTA

**DESIGN + FABRICATION CENTRE**

**NATURAL STONE | QUARTZ | PORCELAIN**

**1202859 Ontario Ltd.**

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Vesta is hiring! We are currently seeking a Service Coordinator who will arrange maintenance and repair work, as well as the issues and risks of the project. The ideal candidate will have previous service coordination experience preferably within the construction industry.

Some responsibilities of a service coordinator include:

- Making sure that your team has the tools they need to execute the service repairs.
- Creating service schedule according to schedules and work orders.
- Receive requests for emergency assistance or service.
- Working with team members in the field or on site who have project issues.
- Keeping up the morale of team members and build relationships with them to develop a strong working unit and supporting their impact on the success of a project.

Required Experience, Skills and Qualifications:

- Attention to detail, tight deadlines, and the ability to coordinate service technicians work schedules (daily/weekly).
- Work well under pressure and perform multiple tasks, while understanding their urgencies. Exceptional communication skills including written, oral, listening skills.
- Well-organized, confident individual with the ability to prioritize work, meet deadlines, and work in a fast-paced environment.
- Excellent research and analytical skills, and ability to produce reports and communicate effectively with different audiences.
- Thorough knowledge of Microsoft Word, Excel, Outlook, Adobe Acrobat and electronic filing systems.
- Feel comfortable speaking with the client while addressing and diffusing issues when they arise.
- Ability to think quickly when unforeseen circumstances occur, resulting in a change of plans.

**What we offer:**

- Extended Health and Dental Benefits
- Short-Term and Long-Term Disability
- Life Insurance
- Casual Dress
- On-site parking
- Corporate Events