

Ferro Building Systems Ltd. is a Canadian owned and operated company that specializes in the supply and install of pre-engineered buildings across Canada. Our mission is to become Canada's leader in the pre-engineered metal buildings industry utilizing a highly skilled professional team dedicated to the provision of excellence in customer service.

Ferro Building Systems is currently seeking a full-time **Project Coordinator/AutoCad Detailer**. Your principle responsibility will be to provide architectural CAD support to the sales team and project managers in the form of detail drawings of pre-engineered metal building systems for conceptual, design and clarification purposes. In addition, you will be providing administration and coordination to the project management team as required.

Our rapidly expanding operations offers the suitable candidate a unique opportunity for career development and advancement like no other in our company's history. If you are the right candidate, this may be your career opportunity characterized by "being at the right place at the right time".

### **Duties & Responsibilities**

- Drafts standard sectional detail drawings using AutoCAD for conceptual presentation.
- Drafts standard sectional detail drawings using AutoCAD for clients and sub-trades.
- Reviews plan, specs and material lists and identifies any discrepancies or omissions.
- Provides support to PM department with purchase orders and detail clarifications with sub-contracts.
- Prepares and issues transmittals and drawing packages to clients.
- Files and archives project documents as per Ferro Building Systems' project management and quality protocols, standards and procedures.
- Obtains estimates and quotes for sub-contracts and change orders as required.
- Assists with transmittals of plans and specs.
- Attends project coordination meetings as required.
- Adheres to all company policies, procedures and business ethics on code of conduct.

### **Requirements**

- Proficient knowledge and use of AutoCAD at the intermediate level. AutoCAD Level 2 or more is required for this position.
- Completion or partial completion of college or diploma related to construction technology.
- Strong interpersonal skills including the ability to communicate professionally both written and oral.
- Strong organizational, time-management and multi-tasking skills.
- Critical thinking skills that use logic and reasoning to identify strengths and weaknesses of alternative conclusions or approaches to problems.
- Willingness to take on responsibilities and challenges.
- Willingness to support group synergy through the pursuit of collective company goals.
- General knowledge of practices, procedures, standards and regulations as they apply to the design and construction of pre-engineered metal buildings is not necessary but considered an asset.

If you feel you have the skills required for this position, please forward your resume and cover letter to: [employment@ferrobuildings.com](mailto:employment@ferrobuildings.com) Please quote competition number FERRO-001-2015. For additional information, please feel free to contact Maxime Spakowski at: 604-530-3224.