Project Coordinator

Employment Type: Permanent. Full-time [5 days per week]
Location: Port Coquitlam, BC. Hybrid work option available
Anticipated Start Date: Immediately
Salary Range: $60,000-$70,000

About Real Time Networks
Looking to start your career with an exciting, growing company?

Real Time Networks Inc is a Vancouver, B.C. Canada based company experiencing rapid growth and continued success in the marketplace. We build solutions that provide security, safety and real-time tracking for keys and assets. Our products lead the Security industry and include KeyTracer key control systems and AssetTracer electronic smart lockers.

The Opportunity
Reporting to the Vice President, Client Delivery, the Project Coordinator will be an integral part of supporting and coordinating all aspects of project execution, ranging from departmental initiatives to client engagement and product installation.

The Project Coordinator role is ideal for someone who is looking to build project management experience and advance their career within the multiple development paths at RTN. We are seeking individuals with a technical aptitude, who are highly organized, detail-oriented, and capable of multitasking in a fast-paced environment.

Responsibilities:

 Project Planning and Coordination:
 - Assist in managing internal and customer projects, ensuring tasks and deliverables meet quality standards and deadlines.
 - Coordinate and provide support to installation technicians in the field, ensuring successful project execution.
 - Schedule, participate in, and lead project planning meetings as needed.
 - Review project deliverables to ensure all parties are on track with project requirements, deadlines, and schedules.
 - Schedule and arrange travel for RTN and third-party technicians for remote and onsite installations.

 Communication and Documentation:
 - Maintain clear and effective communication with customer resources, project team members, and other departments to keep projects on track.
 - Document, track, and communicate project changes, ensuring all modifications are approved and included in status reports, while capturing and distributing notes, decisions, and action items.

 Resource Management:
 - Participate in the development of user manuals, training materials, and other documentation for project implementation.
 - Ensure all resources are available as needed and manage the logistics of their delivery and usage.
 - Track resource usage and report on budget variances.

Quality Control and Compliance:
- Participate in project retrospectives to identify successes and areas for improvement.
- Coordinate regular site inspections and system ticket audits to monitor progress and quality of work.
- Address any issues or deficiencies promptly to maintain project standards.

Stakeholder Engagement:
- Foster positive relationships with team members, clients, subcontractors, suppliers, and other stakeholders.
- Ensure client satisfaction by addressing their needs and expectations throughout the project lifecycle.
- Assist in identifying and evaluating business opportunities and trends.

What you bring:
- 1-3 years Project Coordinator experience.
- Excellent interpersonal and communication skills, both written and verbal, in English; proficiency in French is an asset.
- Strong analytical skills to identify issues, risks, root causes and propose effective remedies.
- Service-oriented approach in working with technical and non-technical clients.
- A high level of attention to detail and ability to adapt quickly to changing priorities.

Education and Experience:
- Bachelor's Degree or Post-secondary education in Business Administration, Engineering, Computer Science or relevant discipline is an asset.
- Formal project management certification, such as PMP or CompTIA is considered an asset.
- High proficiency of project control software applications, including Wrike, TeamSupport, SalesForce, and MS Office (Word, Excel, Outlook, and PowerPoint).

Additional Requirements:
- Legally authorized to work in Canada.

Travel Requirement:
- This role may require occasional travel to customer sites. Ability to travel within Canada/US/International is considered an asset.
- Clean driving record and ability to rent a car is considered an asset.

What we offer:
- A competitive salary commensurate with experience and education.
- A comprehensive benefits program including extended medical, dental and group insurance.
- RRSP matching and bonus eligibly after probationary period.
- Education Assistance benefits.

How to apply

Only applications sent to the contact@realtimenetworks.com with a resume and cover letter will be considered. In the subject line of your email, please indicate "**Project Coordinator**" and reference **#062024** to ensure that your application is processed correctly.

Real Time Networks thanks all applicants for their interest and advises that only those selected for an interview will be contacted. No phone calls please.

Diversity & Inclusion

RTN is an equal opportunity employer who is committed to an inclusive and diverse workforce, equity in employment and fostering a barrier-free environment.

We strive to include perspectives from those that vary by race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability. If accommodation is required at any point in the recruitment process, please contact a member of our Recruitment Team.