

Project Coordinator

Employment Type: Permanent. Full-time [5 days per week]

Location: Port Coquitlam, BC.

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 Port Coquitlam 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, assets, and people. Real Time Networks specializes in smart solutions for managing critical assets and keys that deliver enhanced security, real-time accountability, and operational efficiency.

The Opportunity

Are you an organized multitasker with a talent for keeping projects on track? We're looking for a Project Coordinator to join our team! In this role, you'll support the VP Delivery and project teams in planning, coordinating, and executing customer delivery projects. You'll ensure all project phases are completed on time, within scope, and aligned with customer expectations. With your strong organizational skills and ability to manage multiple priorities, you'll foster collaboration across teams and build positive relationships with clients. If you thrive in a dynamic environment and love turning plans into results, we'd love to hear from you!

Responsibilities:

Project Planning and Coordination:

- Oversee and monitor all phases of customer delivery projects to ensure timely and successful execution.
- Develop project schedules, timelines, and milestones, ensuring alignment with customer and internal objectives.
- Track progress, resolve issues, and collaborate with the VP Delivery and project teams as needed.
- Serve as the primary point of contact for stakeholders, providing updates, gathering requirements, and resolving concerns.
- Prepare and deliver project documentation, including status reports and presentations, to customers and stakeholders.
- Support troubleshooting and escalate implementation issues to the appropriate teams for resolution.
- Coordinate logistical planning for delivery activities, including scheduling and resource allocation.

Communication and Documentation:

- Maintain clear and effective communication with customer resources, project team members, and other departments to keep projects on track.
- Document, monitor, and communicate project updates and changes, ensuring modifications are approved and reflected in status reports.
- Capture and distribute meeting notes, decisions, and action items to keep all stakeholders aligned.

Resource Management:

- Support the creation of user manuals, training materials, and other project-related documentation.
- Manage resource availability and logistics to ensure timely delivery and usage.
- Monitor resource allocation and report any budget variances to maintain project efficiency.

Quality Control and Compliance:

- Participate in project retrospectives to identify successes and areas for improvement.
- Oversee site inspections and audits to monitor project quality and progress.
- Address and resolve issues promptly to maintain project standards and compliance.

Stakeholder Engagement:

- Foster and maintain positive relationships with customers, internal teams, subcontractors, and other stakeholders.
- Ensure client satisfaction by proactively addressing their needs and expectations throughout the project lifecycle.
- Assist in identifying business opportunities, process improvements, and industry trends to support project growth.

What you bring:**Education and Experience:**

- Bachelor's Degree or Post-secondary education in Business Administration, Engineering, Computer Science or relevant discipline is an asset.
- 2-3 years of experience in project coordination or a related role, preferably in a customer delivery or technical environment.

Technical Skill

- 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).

Soft Skills

- 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.
- Solid judgment, teamwork, and a quality-focused mindset.
- Familiarity with customer delivery processes and the ability to adapt to new tools and technologies quickly.

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 "**01.2025**" 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.