

Who We Are:

Established in 1967, Media Resources has grown into a leading signage, service, and manufacturing company providing Digital LED Displays, Large Format Printing, 3D Creations, and Installation services to the sign and display industry. Our work is featured globally, being viewed by millions daily throughout Canada and the United States. Our showcased work is evident in locations such as; Times Square NY, Dundas Square Toronto, sports venues, and corporate headquarters.

At Media Resources Inc., we believe great experiences start with great people. We strive for excellence, innovation, and employee & customer satisfaction. We recognize that our employees are the reason we excel in our industry; we value their experiences and expertise in addition to their energy, passion, and diversity. Our clients range from the top billboard advertising companies, film & television, to leading commercial signage and display businesses. Along with designing and manufacturing world-class digital displays, we aim to provide top-tier project management, 3D fabrication, installation, and service.

We are currently seeking a Project Coordinator for our Print Department based in our Mississauga location.

The Project Coordinator role includes the following duties but are not limited to:

The role of **Project Coordinator** is to plan, execute, and finalize projects according to strict quality standards, deadlines and budget while maintaining high levels of customer satisfaction. This includes acquiring resources and coordinating the efforts of team members and subcontractors in order to deliver projects according to plan and budget. The **Project Coordinator** will also define the project's objectives and oversee quality control throughout its life cycle in coordination with the Design Team.

- Direct and manage project development from beginning to end.
- Effectively communicate project expectations to team members in a timely and clear fashion.
- Communicate with customers on an ongoing basis.
- Set and continually manage project expectations with team members and customers.
- Identify and manage project dependencies and critical path.
- Track project milestones and deliverables.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coach, motivate project team members and subcontractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow business relationships vital to the success of the project.
- Conduct project "lessons learned" meetings and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.
- Work collaboratively with the executive and warehouse team to maximize productivity.
- Maintain contact and communicate with clients / warehouse and sub-contractors to ensure smooth and effective project completion.
- Review and detail the information required on WO for Warehouse / Sub-Contractors
- Coordinate with the warehouse/ sub-contractors and the client for the scope of the project
- Initiate the external "Kick off" meeting for large projects with client and the team to ensure that information gathered in meeting is communicated and documented for all parties

- Invoice accounts / projects
- Other additional responsibilities and duties as required

Accordingly, we will be looking for the following skills and pre-requisites:

- Diploma in Business or project management would be an asset.
- Minimum 2 years of work experience in project management or related field
- Multi-tasker with ability to juggle many projects
- Strong attention to detail and accountability to deadlines is essential
- Hands on experience with Dynamics ERP & Microsoft Office
- Familiarity with Content Management Systems for digital signage
- Excellent organization and time management skills
- Communication and team management skills
- Ability to identify risks and problems.
- Positive attitude and deadline driven.

Job Type:

- Full-Time
- Permanent
- Salaried

Schedule:

- Monday to Friday

Application Method:

- Send resume to recruiting@mediaresources.com
- Only qualified and suitable candidates will be contacted. No phone calls, please.