

"Way Too Cool" is not just our motto, it's our definition of what we do and who we are. Cool Air Rentals has grown to be one of the largest suppliers of temporary cooling and heating solutions in Canada. Our purpose-built equipment is designed to roll in, plug in, and turn on. Our diverse clients include film and TV productions, special events and concerts, large commercial and industrial facilities, IT server rooms, small offices and healthcare facilities.

Our company has an immediate opening for an outgoing, enthusiastic Project Coordinator to fill a full-time permanent position in our Vancouver office.

### **Project Coordinator-Vancouver**

You will be collaborating with our customers to understand their project requirements and expectations, either face to face or over the phone. As a Project Coordinator, you will understand the user requirements and work as part of a team to ensure the project is scoped and quoted to the customer.

Reporting to the Director of Technology and working closely with the Rental Co-ordinators, you will assist on projects in a complimentary role. This position will foster relationships with our customers and advise them on proper equipment selection, implementation and cost.

### **Responsibilities**

- Write proposals and quotations and review with our customers.
- Liaise with customers on planning, commissioning, and removal of the installation.
- Follow up on quotations and jobs in progress and gather feedback as well as opportunities for future projects.
- Work with office staff, journeymen, apprentices and installers to successfully deliver projects.
- Become conversant with both the equipment and the applications that each piece of equipment is ideally suited for; and have the ability to convey that information to our customer.
- On occasion assist customers with troubleshooting issues over the phone.
- Manage purchase orders with major equipment suppliers. Ensure the expediting process from issuing a PO to equipment delivery.

### **Qualifications:**

#### ***Knowledge, skills and abilities***

- Fluency in English (clear telephone voice).
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint). Rental & inventory management experience considered an asset.
- Post-secondary education in a recognized trade school, university or equivalent.
- Technical aptitude with strong math skills.
- HVAC industry knowledge is required.

### ***Personal Characteristics***

- Calm and professional under pressure in a fast-paced environment.
- Reliable, organized and able to meet deadlines.
- Ability to multitask and problem solve.
- Enthusiastic, outgoing, and positive attitude.
- Team player – maintain positive working relationships, both internally and externally
- Excellent written and verbal communications skills.
- Anticipate, understand and respond to the needs of staff and customers to meet or exceed their expectations.
- Attention to detail and high standards for quality.
- Ability to maintain strict confidentiality, use discretion, diplomacy and tact.
- Flexibility in approach to work.
- A sincere desire to learn, have fun and make a difference.

### **What We Offer:**

- A competitive package - pay, bonus, company paid benefits and tuition reimbursement.
- Occasional overtime may be required.
- Great team environment.

If you'd like to join our team, please send in your resume and cover letter to:

[careers@cool-air.com](mailto:careers@cool-air.com). No phone calls please.

Are you Cool enough to join us?