



E.B. Horsman & Son

The Electrical Distributor of Choice!

About our team:

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout Alberta, B.C. & Saskatchewan, and one of Canada's Best Managed companies. We take pride in attracting and retaining the best people in the electrical wholesale industry with a strong culture, a competitive compensation package, opportunity for personal and professional development and a chance to make a difference. Are you ready to join the EBH team?

About the role:

EBH is growing and so is our Projects Department! To continue to support this growth, we are seeking a **Projects Coordinator** to join our dynamic Projects Team. This role reports to the Quotations Manager and works collaboratively with the Project Team members, along with the Outside Sales representatives and branch staff. The Project Coordinator is responsible for providing administrative duties that help to carry out highly functioning projects.

Work Location: 13055 - 80 Avenue in Surrey.

On a day-to-day basis, you will be expected to:

- **You will be customer service orientated.** You will bring a desire to provide high-level customer service as you will be coordinating with customers, suppliers, salespeople, and delivery drivers for all aspects of a project.
- **You will have strong organizational skills.** With managing and maintaining several project files and ensuring all pertinent details of the projects are recorded, accurate, up to date and followed up.
- **You will be detailed orientated.** There will be a number of data that you will ensure the accuracy of purchase orders, any changes to the order, the release and delivery of the product and issue any debit or credits notes
- **You will be a communicator.** Communication is key for this role both verbal and written communication skills to provide information regarding material delivery to suppliers, contractors and sales staff. In this role, you may be required to obtain and re-distribute approval drawings from suppliers.
- **You will be a multi-tasker.** You will be great at managing projects. Each project will be unique and will have deadlines to meet. This will require high attention to detail for managing billing and invoices of suppliers, manufacturer and contractors.
- **You will be a team player and lend support.** You will be relied on for support and working closely with the Projects Department and branch sales staff.
- **You will be a motivated individual.** With the continued growth, you will be challenged in a fast-paced environment with competing priorities.



Platinum member

Thank you for supporting a Western Canadian Independently Owned business established in 1900.

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Who you are:

- You are approachable and possess a positive, “customer first” attitude
- You will have high attention to detail with strong administrative and organizational skills
- Excellent communication skills (verbal and written)
- Tech savvy and a power user of software including MS Office and ability to learn new software
- Ability to be inclusive, collaborative and respect cultural diversity
- Ability to adjust to heavy periods of workload, in an open office environment with multiple interruptions
- You have the ability to quickly change focus for urgent requests and will be challenged in a fast-paced environment with competing priorities

What you will bring to this role:

- Relevant post-secondary education or equivalent of education and experience
- 3 + years of customer service experience from a previous role would be an asset but not necessary
- An understanding or experience in project coordination and administration
- Experience in the electrical industry is a strong asset but not necessary

How to Apply: If you believe your skillset matches the **Projects Coordinator** posting and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. EBH provides a challenging work environment with growth opportunities. Please visit our <http://ebhorsman.com/careers> or click on “Apply” to submit your resume and cover letter for consideration.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have a permanent working status. Please note that only those chosen for an interview will be contacted.



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