



# 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 consistently recognized as one of Canada's Best Managed companies. We take pride in living our core values and carrying our mission statement of "Providing the Best People, Best Solutions, and the Best Service in the Electrical Industry."

## Why Join the EBH Team?

### The Perks.

- Full benefits package
- Competitive compensation plan
- Profit-sharing
- Employee share ownership program (ESOP)
- RRSP matching after 1 year of employment
- Birthday day off

**The People & Culture.** You will be a part of a diverse collaborative team with people you can be proud to work alongside.

**Continuous Development.** You will have access to our EBH University for personal & professional development. Training & development is an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

## About the Opportunity

EBH is growing, and so is our Projects Department. We seek a **Projects Coordinator** to join our dynamic team to continue supporting this growth. The Project Coordinator is responsible for providing administrative duties that help to carry out highly functioning projects. This role reports to the



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Projects Manager while working collaboratively with the Account Managers and branch staff.

## **Position Type/Schedule:**

This is a full-time position working onsite at the branch

**Work Location:** 13055 80 Ave, Surrey, BC

## **What are the Key Accountabilities?**

- **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.
- **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.
- **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 credit notes.
- **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.
- **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, manufacturers and contractors.



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- **Team player and lend support.** You will be relied on for support and working closely with the Projects Department and branch sales staff.
- **Motivated individual.** With the continued growth, you will be challenged in a fast-paced environment with competing priorities.

## What You'll Bring To This Role?

- Relevant post-secondary education or equivalent education and experience
- An understanding or experience in project coordination and administration
- Experience in the electrical industry is a strong asset but not necessary
- 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 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
- Ability to be inclusive, collaborative and respect cultural diversity

## Our Core Values: Celebrating the Past, Empowering the Future

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement



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NEWS



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## Take Your Next Step With EBH

If you believe your skill set matches the above description and are an enthusiastic, innovative, passionate, and energetic individual, we would like to hear from you. Please visit our website to apply for this posting at [www.ebhorsman.com/careers](http://www.ebhorsman.com/careers) or click "Apply" on this posting.

## Our Commitment to Inclusion & Diversity

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive, and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

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



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