



BATTLESHIELD INDUSTRIES LIMITED

347 Corduroy Road, 417 Industrial Park, Vars ON K0A 3H0

Mailing: P.O. Box 126, Embrun ON K0A 1W0

613-443-1911 • 1-855-539-1911

www.battleshield.ca

PROJECT COORDINATOR/MANAGER

WHO WE ARE:

Battleshield Industries Limited is a proud Canadian designer and manufacturer of specialized vehicles (fire trucks and public safety/utility vehicles) in Vars, ON – we provide solutions for those who serve and protect. We are currently seeking a **PROJECT COORDINATOR/MANAGER**. We are committed to finding the right candidate to join our family, and that has the right skills and personality to grow with our business.

WHAT YOUR DAY WILL LOOK LIKE:

- Liaise with clients to identify and define requirements, scope and objectives
- Coordinate project management activities, resources, equipment and information
- Assign tasks to internal teams and assist with schedule management
- Make sure projects evolves as per contract
- Analyze risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all parties
- Manage all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Ensure standards and requirements are met through conducting in-process inspections
- Occasional overnight travel (Canada/USA)
- Work in an open workspace concept

YOUR QUALIFICATIONS/EXPERIENCE SHOULD INCLUDE:

- Experience and knowledge in public safety
- Experience in project management, from conception to delivery
- An ability to prepare and interpret schedules and step-by-step action plans
- Hands-on experience with project management tools (e.g. ERP system)
- Hold a valid G driver's licence

YOU ARE THE ONE BECAUSE YOU ARE:

- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Strong communication skills
- Strong working knowledge of Microsoft Office and Google applications
- Self-motivated

BONUS POINTS IF YOU HAVE ANY OF THESE:

- Bilingual (French and English)
- Hold a valid DZ driver's licence
- Graduation from a post-secondary institution
- Experience in police or fire industry

WHY JOIN OUR BATTLESHIELD FAMILY:

- Salary based on qualifications and experience – in line with current market conditions
- Employee benefit program (health, dental, vision, EAP, life insurance)
- Flexible working hours and a great work-life balance
- Vacation, statutory holidays and Battleshield personal leave days
- Company clothing allowance and safety footwear allowance
- Company social events such as quarterly team lunches
- Peer recognition awards
- Free on-site parking
- Safe work environment
- Continuous learning and development
- Positive and respectful work culture

WANT TO APPLY? GET IN TOUCH WITH US TODAY!

If you think you've got what it takes to join our dynamic and fun-loving team, drop us an email at admin@battleshield.ca and attach your resume OR come see us in person at 347 Corduroy Road in Vars, ON.