

# VISION<sub>x</sub> INC.

## Project Coordinator - Job Description

VISION<sub>x</sub> is a small technology company that develops, sells and supports software and systems for automated visual inspection and high-accuracy measurement. We are located in Pointe-Claire and we sell worldwide. Our customers are typically manufacturers of precision components & assemblies, but we also sell to many other types of organizations, such as government research labs and universities. Companies of all sizes use our products. Our smallest customer has less than 5 employees and our largest has over 100,000. Our products are used across a very wide range of industries, including: medical, aviation & aerospace, power generation, automotive, military & defense, electronics, semiconductors, pharmaceutical, extrusion, Tool & Die, ultrasonic, EDM, 3D printing, precision bearings, grinding, packaging, coating and surface finish, and many, many more. You can obtain more information about our company and our products by visiting our web site at: [www.visionxinc.com](http://www.visionxinc.com).

We are looking to hire a "Project Coordinator". This is a permanent, full-time position. This is primarily an in-office position with the possibility of some remote work, to be determined as it makes sense. Our office hours are from 8 am to 4 pm, Monday to Friday, with one hour for lunch. We are looking to hire immediately.

The project coordinator will be responsible for ensuring that all our projects (both outside customer projects and internal projects for ourselves, such as continuous improvement projects) are completed on time and meet all quality requirements. The project coordinator's main responsibilities include working with team members to create a realistic timeline, following up with team members to ensure everything is running smoothly, tracking project progress in a variety of ways (principally through our Wrike project management software) and coordinating with outside customers as needed.

The work is varied, and the successful candidate will carry out a wide range of duties and responsibilities, including the following:

- Working closely with our Production Manager to ensure smooth progress of all production activities (i.e. machining and fabrication, assembly, calibration, testing, etc...)
- Working closely with our Administrative Manager to ensure we have the required inventory on hand to meet current and upcoming commitments
- Following-up with suppliers to ensure on-time delivery of critical components
- Ensuring the project team adheres to all project timelines and deliverables
- Ensuring documentation is maintained throughout the duration of the project (including tracking all project information and activities through our Wrike project management software)
- Communicating plans, actions, risks, and issues with key stakeholders
- Anticipating and solving any issues that may arise during the project
- Managing and building relationships with multiple teams
- Managing day-to-day project activities and assisting with related administrative functions and processes
- Carrying out any required coordination and scheduling tasks with customers (minimally to schedule on-site installation & calibration, service calls, etc...)
- Analyzing project data and producing progress reports and any relevant project documentation (e.g calibration reports, etc...).

VISIONx is a small company and - as is typical with small companies - you can expect to become involved in a variety of assignments as new and different projects come up. Someone that likes variety and the sense of truly being involved and of contributing to the success of the company and of its customers will thrive in this environment.

We are looking for someone:

- With excellent planning and organization skills, including scheduling, tracking and follow-up of project activities and data, time management and delegation of tasks
- With solid interpersonal skills
- With great client-facing and team-building skills
- That thrives in a busy, deadline-oriented work environment.

The ideal candidate is very well organized and conscientious, has good written and oral communication skills and a nice touch with customers. We're looking for someone that represents our company well (i.e. professionally & efficiently) when dealing with customers and suppliers.

Experience with Wrike project management software is an asset but not a requirement.

An Engineering degree (preferably mechanical) or equivalent is required.

We are looking for someone that is reliable and can work independently. We will offer the successful candidate all the support needed, but this person must be comfortable in an environment where there is minimal supervision.

We will provide the successful candidate with extensive training as well as opportunities for advancement over time. We offer a competitive salary, good benefits as well as a pleasant & positive work environment where everyone collaborates and supports each other to get the job done and get it done well. We are looking for a "good fit" candidate with a positive attitude and that works well with others.

If this position is of interest for you and you have the required qualifications, please email your application to [jobs@visionxinc.com](mailto:jobs@visionxinc.com) .