



XYZ Cultural Technology is seeking a Project Coordinator for the Montreal office

5700 Fullum, Montreal, QC

POSITION SUMMARY

- ENTRY IN FUNCTION DATE: AS SOON AS POSSIBLE
- NUMBER OF POSTS (S) TO BE FILLED: 1
- SALARY: TO DISCUSS
- WORKING HOURS: 40 H—FULL TIME
- STATUS OF EMPLOYMENT: PERMANENT
- SCHEDULE: DAY

DESCRIPTION

XYZ Cultural Technology is a company specializing in the design and integration of immersive audiovisual and scenography systems for museums, exhibits and interpretation centres around the world. XYZ is looking for someone to fill the position of:

Project Coordinator

Under the responsibility of the Project Manager, the Project Coordinator will have to perform the following tasks:

RESPONSIBILITIES

- Understand the overall vision of the project, its issues and see to details;
- Prepare documentation when starting projects. (Site opening form, insurance, deposit, prevention program, shop drawings, technical sheets);
- Collaborate closely with the various stakeholders, both internally and externally;
- Start and maintain the structure in the management system throughout the project;
- Follow, analyze and adjust budgets with diligence;
- Responsible for the project procurement process;
- Monitor project progress and communicate results to stakeholders;
- Follow the change orders;
- Proceed to billing projects;
- Participate in the development of bids for tender;
- Any other related tasks;

SKILLS SOUGHT

- 3 to 5 years' experience in a project delivery company;
- Project Management Training;
- Superior skills in analytics;
- Outstanding organizational skills required (time and priority management);
- Excellent ability in oral and written communication (French / English), Spanish is an asset;
- Be able to manage multiple projects simultaneously and adapt to unforeseen circumstances;
- Team player;
- Autonomous, proactive and problem-oriented;
- Have leadership;
- Focused on results;
- Pay close attention to details
- Mastery of the following software: Office Suite and SAP by Design (asset);
- Audiovisual knowledge (asset);

BENEFITS

- **Group Insurance (Medical, Dental, View, Life, Disability, Paramedic)**
- **RRSP program**
- **Competitive salary**
- **Stimulating and growing environment**

Send your resume to: jobs@xyz-tc.com