**MECHANICAL COORDINATOR**

Hy-Mark Mechanical Inc. is a leading provider of residential HVAC and Plumbing services. We serve homeowners, residential new construction builders and developers. Hy-Mark has locations in Guelph (Head Office), and Owen Sound. Our roots date back over 25 years in the community.

If you are an enthusiastic team player, looking for your next career challenge and appreciate working in a face paced environment, and have a passion for people, and home comfort. We have a terrific opportunity for you!

Hy-Mark Mechanical Inc. is currently seeking a full time **Mechanical Engineering Student Intern** based in our **Guelph, Ontario** location.

**Job/Position Summary:**

Reporting to the HVAC Manager and working with the entire team the Mechanical Engineering Intern is responsible to achieve or exceed established targets by maintaining and building long term internal and external customer relationships. This position includes design review, quantity surveys, scheduling, stakeholder communication, planning, and related tasks in a fast-paced, dynamic and goal-oriented environment.

The ideal candidate will have superior computer and people skills, be a highly organized and motivated individual with the ability to handle multiple initiatives at the same time. You will be a positive individual that is solution orientated, dedicated to providing the highest level of support in each interaction.

**What is in it for You?**

* Competitive Salary ($20 - $25 based on appliable experience/knowledge)
* Become a part of an innovative and growing organization
* A friendly and supportive work environment
* Great Company Culture

**Who We Are Seeking:**

* An exceptional communicator to liaison with external/internal customers as well as field trades/technicians
* Work with operations team to,
  + Review HVAC designs
  + Assist with quantity survey’s and estimating
  + Develop a detailed understanding of all mechanical and service technician’s skill sets
  + Assist in generating schedules
  + Monitor and update status on active projects
  + Assist with internal projects and analysis
  + Working with inventory stocking and coverage strategies as well as sourcing lead time requirements to enhance problem solving capacity
* Proficient in managing multiple tasks and prioritizing work in a dynamic environment with exceptional follow-through abilities
* Strong and well developed written and verbal communication skills and above average people skills
* Team player with the ability to build and cultivate superior customer service
* Maintain positive relationships with internal and external contacts while strengthening our relationships
* Efficient computer skills with knowledge of Microsoft Office and aptitude for learning internal systems, applications, and workflow of the department
* Able to read and interpret drawings (blueprints) and project specifications
* Able to complete quantity surveys (BOM) for the purposes of coordinating materials to job sites
* A firm understanding of residential low rise mechanical HVAC components
* General office administration and KPI tracking

**Requirements:**

* Mechanical Engineering Student (College or University) preferably with HVAC disciplines
* Residential Construction, specifically Low-Rise experience, is an asset
* Jonas ERP experience an asset
* Intermediate to advanced proficiency with Microsoft Office, and able to learn quickly
* Desire to work on a competitive, target-driven bases
* Highly disciplined, with excellent time management & organizational skills
* Strong written and oral business communication skills, in English
* A valid driver's license
* A clean driving record and own transportation
* The flexibility to work outside of regular hours when duty calls

Please send your resume and cover letter with “**Mechanical Engineering Intern**” in the subject line to [hr@hy-mark.ca](mailto:hr@hy-mark.ca) .

Hy-Mark endeavours to create a respectful, accessible, and an inclusive work environment. Upon individual request, the company will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities.

Full-time, Summer Position (June – August)

