



## **RESIDENTIAL MECHANICAL (HVAC) 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 **Residential Mechanical HVAC Coordinator** based in our **Guelph, Ontario** location.

### **Job/Position Summary:**

Reporting to the President and working with the entire team the HVAC Coordinator is responsible to achieve or exceed established targets by maintaining and building long term internal and external customer relationships. This position includes customer communication, technical sales, estimating, planning, lay out, and related Coordinator tasks in a fast-paced, dynamic and goal-oriented environment.

The ideal candidate will have superior trade, technical, 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?**

- Comprehensive health benefits
  - Health, Dental and Extended Benefits
  - Group matching RRSP Plan
  - Employee and Education Assistance Programs
- Salary - \$55,000 - \$85,000 based on certifications and experience
- Health & Wellness and Boot allowances
- 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
- BCIN designation is an asset
- An understanding of Heat Loss / Heat Gain and Duct Design is an asset
- Wrightsoft or other related design software experience is an asset
- Understand the estimating and project management processes
- 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
- Turnover accurate quantity surveys (BOM), scheduling details, build packages, and job specific information to the Operations Team
- Work with our clients (internal and external) to ensure estimates and execution meets customer expectations
- Coordinate (internal and external) purchases of materials and sub-contracts as required



- Work with Purchasing Manager to determine inventory stocking levels and coverage strategies as well as sourcing lead times requirements to enhance problem solving capacity and address supply chain disruptions
- Work with Operations Manager to ensure that work is executed as scheduled and the highest levels of customer satisfaction are maintained
- 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
- Efficient computer skills with knowledge of Microsoft Office and aptitude for learning internal systems, applications, and workflow of the department

**Requirements:**

- 2+ years of experience with a proven track record in Residential Low-Rise
- Jonas ERP experience an asset
- Intermediate to advanced proficiency with Microsoft Office, and able to learn quickly
- 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

Please send your resume and cover letter with “**HVAC Mechanical Coordinator**” 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, Permanent

