

# Project Coordinator

## Mississauga location

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Kenn-Nr.: 0002

The Weishaupt Group has over 3,700 employees and is a market leader for burners, condensing boilers, heat pumps, solar energy, and building automation.

Weishaupt Corporation, located in Mississauga, is the head office for North America and specializes in industrial burners.

Currently, we are seeking a full-time Junior Purchasing Coordinator to join our team in Mississauga, ON. The successful candidate will be responsible for providing first-class service to our customers while working collaboratively with our teams.

Responsibilities include, but are not limited to:

- Reviewing project specifications for technical errors and items with long lead times.
- Creating Pick Lists (Bills of Materials) for projects.
- Working together within the engineering group and closely following and tracking project status and progress.
- Keeping close contact with external suppliers/ vendors for technical product requirements.
- Working with the production manager and purchasing department for ordering parts to maintain stock levels.
- Other duties that might be assigned as necessary

Requirements and skills

- Bachelor of Engineering degree (Electrical or Mechanical preferred) or relevant post-secondary education with notable experiences.
- Recent experience in the combustion industry (3+ years preferred)
- Experience creating Bills of Materials (BOMs) is an asset.
- Excellent working knowledge of Microsoft Office, Adobe Acrobat, and AutoCAD.
- Diligent and detail-oriented.
- Experience with ERP programs such Sage (AccPac), SAP is an asset.
- Knowledge of combustion codes/standards (NFPA 85/86, CSA B149.3, UL 295, etc) is an advantage.

Benefits

- In exchange for your hard work and dedication, you will receive a competitive annual salary along with a great host of benefits, including:
- Discretionary annual bonus dependent on the performance
- Extended health and dental insurance

- Critical illness, long-term disability, and life insurance
- RRSP with employer match after 1 year
- Employee appreciation events and birthday/BBQ celebrations

If you are interested in a long-term, successful career with a family-oriented and growing company, apply today by emailing your resume to [hr@weishaupt-corp.com](mailto:hr@weishaupt-corp.com). We thank you for your interest.

## Kontakt

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Formular ausfüllen  
und abschicken.

