

Shop Coordinator Administration

Job Overview:

Reporting directly to the Shop Supervisor, the Shop Coordinator will be responsible for a variety of operational duties in a heavy & light mechanical environment including administrative and hands on organization.

Key Responsibilities:

- Admin and point of contact for all ongoing shop work
- Opening, tracking and finalizing work orders
- Review of technician daily timecards and transference of data
- Issuing and receiving purchase orders
- Answering incoming calls and communications to shop
- Providing support and assistance to ensure smooth operations
- Respond to internal and external requests and follow through to assure satisfactory outcome and compliance
- Working closely with Shop Technicians to obtain desirable results
- Represent Wacor Holdings Ltd. professionally
- Duties as may be assigned

Qualifications:

- Previous experience in a similar role within an operations or service environment is required
- Strong mechanical aptitude and previous shop coordinating experience is considered an asset
- Computer proficiency in Outlook, Excel, Word, and overall Internet skills
- Clear and professional communication skills – Verbal and Written
- Excellent organizational and interpersonal skills
- Works well under pressure
- A self-starter that can work under minimal supervision
- A positive attitude and strong work ethic

Upon completion of probationary period we do offer a benefits package.

Job Type: Full-time

Education:

- Secondary School (Required)