



Project Coordinator Vaughan Location

NEXT Supply is the new generation of supplier in wholesale Plumbing and Hydraulics – setting superior standards in service, product availability and delivery. NEXT has strategically located local warehouses across and beyond the GTA, each with a full quantity of inventory and strong, strategic delivery capabilities.

Role Overview:

As a **Project Coordinator**, you will be responsible for ordering and overseeing the release of plumbing and hydraulic products for awarded projects. This critical role involves managing various aspects of project coordination and ensuring timely delivery of products.

What You Will Do:

- Piece together and package shop drawings for engineer or architect approval.
- Analyze returned shop drawings, revise and resubmit as needed, and engage Sales or BidSpec based on the original agreement with the customer.
- Communicate directly with customers or Account Managers to define project timelines and troubleshoot orders.
- Manage and act on all change notices and post-tender addendums for secured projects.
- Continuously update the Project Management Job Tracker spreadsheet based on project stages and share with Sales.
- Build and manage project spreadsheets to track all transactions, ensuring the job stays on budget.
- Manage vendor quotes and expiry dates based on project timelines and negotiate extensions when required.
- Create and maintain stock or future orders based on project timelines.
- Expedite purchase orders and advise customers on ETAs.
- Purchase non-stock products and time their arrival based on project requirements and timelines.
- Enter returns for project surplus or damaged products, and work with Returns and Vendor to obtain RGAs.
- Prepare operation and maintenance manuals for the end user.
- Attend site meetings as needed.
- Complete any other duties assigned by the Supervisor/Manager.

What We Require:

- Strong knowledge of plumbing or heating products.
- Experience with order entry and PO entry modules within an ERP system.
- Proficiency in Excel, Word, and Outlook.
- Strong organizational skills, ability to multitask, and work well under pressure.

- Customer service-oriented with strong written and oral communication skills.
- Team-oriented with excellent problem-solving abilities.

Why Join NEXT Supply?

At NEXT, we value our employees, fostering a respectful and collaborative culture that emphasizes diversity, innovation, integrity, and entrepreneurial spirit. Join our dynamic, inclusive team where you can enjoy your work, learn new skills, and grow professionally.

Application Process:

We're eager to welcome candidates who believe in excellent service and in being involved with their co-workers, customers, and the community. We appreciate all applications, however, only those selected for an interview will be contacted.

We are proud to be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the Integrated Accessibility Standards Regulation. We are happy to honour accommodations at any part of the recruitment process and invite you to let us know how we can help.