**Job Identification**

**Job Title:** Senior Drafter- Project Coordinator

**Division:** Bailey Metal Products Limited - Concord

**Department:** Business Development

**Reports to:** Business Development Engineering Manager

**Job Purpose Summary**

The Senior Drafter- Project Coordinator is responsible for supporting BMP’s technical sales efforts to maximize the sales team’s results and productivity. The Senior Drafter- Project Coordinator performs a variety of design/drafting activities including preparing/updating workshop drawings for projects. The incumbent will also be responsible for directing, organizing and coordinating project and product delivery activities, under the direction of the Business Development Engineering Manager.

**Responsibilities and Accountabilities**

The responsibilities and accountabilities of the position include but are not limited to the following:

* Assist Business Development (BD) team members in project management, scheduling, close-out, technical drawings and other processes by efficiently managing forms, paperwork, meetings and providing timely and effective communication (e-mail, telephone, etc.) to internal stakeholders and external customers and subcontractors.
* Lead point of contact with order desk associates and production on all project orders to ensure seamless flow through BMP system. Resolve issues with project delivery as they arise.
* Responsible for material planning and forecasting based on information from sales team.
* Prepare dimensional drawings, workshop drawings, general and typical product drawings and details.
* Revise and update existing drawings reflecting design changes.
* Review blueprints, plans, specifications and other customer documentation.
* Create material lists, takeoffs, and commercial proposals.
* Track the progress and quality of work being performed by different trades.
* Attend meetings, take minutes and assist with determination of project requirements.
* Communicate relevant project information to the client and BD team using e-mail, telephone or fax.
* Keep Managers and others informed about project status and issues that may impact client relations.
* Track & manage contemplated change notices and change orders in the database.
* Establish filing guidelines for drawings to maintain up-to-date drawings.
* Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
* Understand, support and adhere to the company’s health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.
* Other responsibilities and accountabilities as assigned by the Business Development Engineering Manager.

**Qualifications**

* Completed degree or diploma in Architectural Sciences, Civil Engineering or Project/Construction Management.
* 3-5 years of work experience supporting Managers in the delivery of workshop drawings and projects.
* Must be proficient in AutoCAD, 2D and 3D Space.
* BIM modeling and detailing experience using REVIT and/or 3D modeling & rendering software an asset.
* Proficient using MS Office Suite including Word, Excel, PowerPoint and Outlook.
* Knowledge of the building development/redevelopment industry and familiarity with construction methods and the building codes an asset.
* Excellent verbal and written communication skills in English.
* Proven ability to work effectively both independently and in a team based environment.
* Ability to work under time pressure and adapt to changing requirements and priorities with a positive attitude.
* Strong multi-tasking and organizational skills.

**Working Conditions**

* Office environment.
* Overtime as required.