



Wastecorp Pumps Canada (Toronto, ON) is seeking a motivated **Project Coordinator/Estimator (Mechanical)** to compliment our team. We specialize in the design and manufacturing of pumps for municipal, industrial and commercial water and wastewater industries. This is an excellent opportunity for a recent graduate looking for an ambitious, hands-on, progressive position with growth opportunities in an evolving and successful global organization.

### **Project Coordinator/Estimator (Mechanical) - Responsibilities:**

- Review bid opportunities that are presented to the company via email, etc., screen for viability with Application Engineer
- Review and preparation of tender documentation, including scope of supply, pricing analysis and proposals, contract review for exceptions taken
- Source with suppliers to ensure we are obtaining the correct items and pricing required for each project estimates (prior to bid and prior to release for production)
- Liaise with Project Manager project cost estimates with a view to establishing final proposal pricing
- Liaise with outside sales representatives on nuances of project, contractors and bid structure
- Manage and maintain project files, ensuring all required documentation is accurate, present and completed during various stages of project life (including tender process, contract review and negotiations, submittal/shop drawings, production and shipping)
- Liaise with application engineer and production manager on bill of materials for each project
- Preparation and submission of shop drawings/submittals per customer specifications for consulting engineers' approval, prior to releasing project for manufacturing
- Coordinate drawings/schematics with application engineer and production manager prior to releasing project for manufacturing
- Create and amend bill of materials in Sage ERP specific to each project, including "as-built" prior to completion of project
- Coordinate project specific and other material purchases with purchasing department
- Providing sales and customer service to customers including end users, engineers, contractors and outside sales representatives
- Set-up, update and track various stages of proposals and opportunity status in Sage CRM

### **Qualifications:**

- Mechanical engineering background would be an asset, including knowledge of motors, pumps, piping/plumbing, materials of construction,
- Past estimating experience in a manufacturing setting preferred
- Comfortable in the dynamic atmosphere of a build-to-order manufacturing setting
- Ability to read and understand engineering specifications for equipment
- Attention to detail is critical, with an adaptability to change
- Working knowledge of Sage ERP Inventory Module is preferred
- Proven ability to multi-task, prioritize and meet strict deadlines



- Capable of understanding client applications in various industries and identify sales opportunities within.
- Knowledge of pumping equipment, fluid technology or rotating equipment and motor/power transmission types would be an asset
- Must possess strong communication and presentation skills to communicate professionally in written responses to emails, RFPs and when submitting proposals.
- Self-motivated team player with ability to work in multiple priorities in a fast-paced environment at times
- Excellent command written and spoken of the English language
- Experience with Sage CRM is an asset
- Computer literate, including Web Browsing and MS Office (Excel, Word & Outlook)

We offer a competitive salary, training and an excellent opportunity to grow and develop.

We express our appreciation to all candidates for their interest, but only those candidates under consideration will be contacted. NO PHONE CALLS PLEASE. Please forward your resume and cover letter to our HR Department at [canada@wastecorp.com](mailto:canada@wastecorp.com)