



Services Coordinator

We are seeking a highly organized and proactive Services Coordinator to support our Services team in the successful delivery of maintenance, shutdown, and service-related work. This role is ideal for someone who thrives in a fast-paced environment, enjoys coordinating people, resources, and information, and takes pride in ensuring operations run smoothly and efficiently.

What You'll Do

- Support the coordination of manpower, equipment, materials, and resources for maintenance and service activities.
- Assist with workforce requests, scheduling, and logistical planning.
- Support estimating activities and prepare client quotes for manpower requests.
- Coordinate shutdown planning activities and maintain related tracking tools.
- Organize and support meetings with clients, vendors, and internal stakeholders.
- Review project and maintenance data for accuracy and completeness.
- Ensure invoices and supporting documentation are accurate and properly maintained.
- Assist with monthly cost reporting and cost tracking activities.
- Work with Accounts Payable and Accounts Receivable to resolve discrepancies.
- Support payroll and timesheet administration as required.
- Obtain quotations and prepare purchase order requisitions.
- Coordinate material and equipment purchases, deliveries, and vendor communications.
- Research suppliers and service providers to support purchasing activities.
- Build and maintain strong relationships with vendors, subcontractors, and clients.
- Maintain organized electronic and hard-copy project documentation.
- Prepare and update reports, schedules, quotations, change orders, and project records.
- Assist with project scheduling and administrative support activities.
- Ensure documentation is accurate, current, and compliant with company procedures.

What You Bring

- Post-secondary education in Business Administration, Construction Management, Project Administration, or a related field is preferred.
- Minimum of three (3) years of experience in an administrative, project coordination, or service coordination role.
- Experience in industrial construction, maintenance, or a related industry is considered an asset.
- Strong proficiency with Microsoft Office, particularly Excel and Word.
- Experience with Jonas, MS Project, or similar software is an asset.
- Valid Ontario Class G Driver's Licence.
- Strong organizational and time management abilities.
- Ability to work independently and collaboratively in a team environment.

What We Offer You

At TESC, we offer a competitive total rewards package designed to support your career, well-being, and future.

- Competitive compensation, including performance-based incentives.
- 100% employer-paid health benefits.
- Progressive employer-matched pension plan.
- Paid vacation, sick days, and statutory holidays.
- Ongoing career development and advancement opportunities.
- The opportunity to work on complex, high-impact industrial projects.
- A strong safety culture and team-oriented environment where people support one another.

The salary for this role is under review. Salary will be commensurate with experience.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at careers@tesc.com