

About DSL

At DSL, our purpose is creating moments of joy, one serving at a time. Representing world-class brand partners Taylor, Henny Penny & Franke Coffee Systems, DSL is the largest Canadian supplier of premium food service equipment, and the exclusive factory-authorized service provider for the equipment we sell.

At our core, we believe in doing right by our customers, finding the best solutions to fit their needs, being creative and innovative, working hard, and having fun along the way.

Are you looking to grow with a company with over a century of unmatched quality, expertise, and after-sales support? We want to hear from you!

Why Join Our Team?

- Competitive wage & health benefits
- Health Spending Account (Flex Spending Account or Health Spending Account)*
- 3 weeks paid vacation
- Strong company culture & core values
- RRSP matching program*
- Education support
- Opportunity for advancement

*Applicable once eligibility requirements are met

Position Summary

Reporting to the Planned Service Supervisor, this position is responsible for ensuring that all projects are on time, on schedule and on budget.

What you'll do:

- Coordinate projects from inception to completion
- Ensure that all requirements, materials, equipment, and resources are coordinated efficiently
- Set up equipment delivery and installations
- Project order entry and other required entries
- Process and submit project quotations
- Coordinate and schedule sub-contractors on projects
- Execute the removal and relocation of equipment
- Documentation of project status and communication
- Coordinate equipment repairs in the shop and special projects
- Monitor and report project quality
- Resolving challenges and creating opportunities on job sites
- Contract sign up, generation, maintenance and reporting
- Quote submission, management and coordination
- Monitoring and updating preventative maintenance information
- Plan, set up and coordinate equipment updates
- Coordinate preventative maintenance as required
- Development and modifications of project processes
- Creation and maintenance of scope of work

What you'll need:

- Minimum High School Diploma

- Blueprint Reading Certificate is an asset
- Minimum 2 years' experience in Project Coordination
- Project coordination skills including an understanding of project management methods and techniques (PMBOK best practices)
- Demonstrated experience working with multi-disciplinary teams in the delivery of projects
- Excellent time management skills, including the ability to manage multiple competing priorities in a fast-paced environment
- Strong conflict resolution skills and the ability to problem solve when issues arise
- Excellent verbal and written communication skills and to communicate effectively to multiple audiences internally and externally
- Demonstrated ability and willingness to develop strong relationships and work in a collaborative, integrated manner
- Experience working with external consultants and contractors
- Ability to hold self and peers accountable for their contributions and impact to culture
- Demonstrated ability to achieve results in the context of a respectful, inclusive and service-minded style
- Advanced/proven capability in Microsoft Office Suite, with a focus on Excel skills

Learn more about us at dslinc.com. To apply, submit your resume & cover letter to hr@dslinc.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.