



## CAREERS AT IRD

### MAINTENANCE CONTRACT COORDINATOR

**Department:** Operations

**Receives Direction From:** Director, Operations

**Responsibilities May Include:**

- Schedule maintenance and service runs in accordance with the contract and in line with resources to ensure efficiency while, providing value to our clients.
- Set up projects internally upon award and in accordance with business needs
- Manage the contracts financially to ensure appropriate margins are met
- Provide periodic status reports detailing schedule and cost information
- Host periodic meetings to report progress and address issues
- Order sub-contractors and materials, and track delivery and completion of same
- Work closely with Field staff to ensure they have what's required to perform
- Liaison with internal IRD departments to support contract needs as required
- Ensure invoicing is completed in a timely fashion and in accordance with contractual obligations

**Skills Required:**

- Ability to develop excellent customer relations
- Ability to work well independently and with a team
- Possess advanced knowledge of Microsoft Windows and related software applications
- Understanding of basic automotive electrical/mechanical operation is considered beneficial
- Cooperative problem-solving and logical decision-making abilities
- Possess a high degree of interpersonal and team skills
- Good verbal and written communication skills
- Understanding of IRD's systems and products

**Education and Experience:**

- Possess a electrical/electronic technician/technologist designation
- Customer service experience a definite asset

Please indicate position '**MCC0806**' in your cover letter and subject line.

If you are interested in applying at IRD, a resume should be forwarded in confidence to Human Resources at **702 43rd Street East, Saskatoon, SK S7K 3T9**, fax: **306-653-6609** or email: [jobs@irdinc.com](mailto:jobs@irdinc.com)

*IRD is an Equal Opportunity Employer.*