

JOB OPPORTUNITY FOR PROJECT COORDINATOR

Join Our Team at AMBICO – A World-Class Manufacturer of Doors, Frames, and Windows!

Are you ready to open the door to an exciting career in manufacturing? Our dynamic and innovative door manufacturing company is looking for passionate individuals to join our team!

AMBICO is a family-owned business with a proud legacy of excellence dating back to 1955. As a world-class manufacturer of high-performance and decorative doors, frames, and windows, our mission is to deliver innovative solutions that meet the evolving needs of our clients while maintaining a commitment to quality, precision, and design. Together, we are shaping the future of door hardware manufacturing with innovation, integrity, and craftsmanship.

At AMBICO, we value potential as much as experience. If you believe you can bring value to the team, even if your background doesn't align perfectly with the job description, please apply.

SCOPE OF POSITION:

Under the supervision of the Director, Customer Relationship Management and Project Management, the Project Coordinator supports the Project Management team by executing key administrative, coordination, and process-driven activities that enable projects to move efficiently from order through close-out. This role acts as a central organizer and execution support, reducing friction, preventing delays, and ensuring information is complete, accurate, and timely across departments.

KEY RESPONSIBILITIES:

- Coordinate and maintain project documentation, job files, and required project records to support accurate and timely execution.
- Manage customer samples, approvals, and related tracking, ensuring follow-ups and documentation are completed accurately.
- Update and maintain project status, milestones, and notes in workflow and CRM systems, ensuring data accuracy and consistency across platforms.
- Coordinate and maintain quality control related to stain approvals, as required.
- Coordinate requirements related to the product warranties and quality issues, including partnering with internal stakeholders.
- Identify missing, incomplete, or conflicting information and escalate issues appropriately to prevent delays or rework.
- Support administrative and coordination tasks related to auxiliary orders, replacements, coordinating letter from engineering, customer surveys and special project needs.
- Follow established SOPs and contribute to improved process discipline by identifying gaps, duplication, or recurring workflow issues.
- Support clear, professional customer communication by preparing draft correspondence and ensuring alignment with internal commitments.
- Coordinate requirements to remain compliant with the Lacey Act, FSC or other requirements related to the project.

- Act as backup to reception and CRM administrative functions to cover absences.
- Build technical, system, and process knowledge of products and project lifecycles in preparation for progression into a Project Manager role.
- Work collaboratively and safely with colleagues in cross-functional roles and departments for related projects.
- Other related duties, as assigned.

REQUIRED KNOWLEDGE, EXPERIENCE AND SKILLS:

Education:

Education: College diploma in Office Administration or other equivalent training

AND

At least 3 years experience in an administrative support role.

Skills & Attributes Required:

- Excellent verbal and written communication skills
- Excellent organizational and time management skills with flexibility to respond to changing priorities
- Result oriented with strong focus on being accountable
- Strong customer orientation skills
- Proficient on computer software applications (Word, Excel)
- Good ability to use initiative and problem solve
- Ability to work independently as well as in a team

COMPETENCIES:

- **Customer Focus:** The extent to which employees know their customers (both internal and external) identify their needs and serves them in a professional and courteous manner that is satisfactory.
- **Teamwork:** Working co-operatively and collaboratively with others to achieve group and organizational goals.
- **Professionalism:** The extent to which the employee consistently demonstrates and maintains proper workplace behaviour ethics, and values in performing job duties, interacting with co-workers, customers and general public presenting a positive image of the company.
- **Adaptability:** The ability to readily adjust one's behavior and react positively to change to meet the demands of a changing work environment. Understands and appreciates different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.
- **Communication:** The ability to clearly deliver and receive information to communicate effectively with others in both written and spoken forms.
- **Problem Solving and Decision Making:** The capacity to recognize, systematically clarify and define problematic situations by applying a clear, logical thought process to understand the situation, identify solution/s for their consequences and selecting /recommending the best course of action.

WORK CONDITIONS:

- Extensive computer use and may involve long periods of sitting.
- Extensive mental effort to analyze information and prepare responses.
- This position is normally in-office.

WHY JOIN AMBICO?

- Salary: \$55,000 to \$70,000 per year
- Comprehensive Health, Dental, and Vision Coverage
- Paid time off and a supportive work environment
- Opportunities for professional development and training
- Work with a team that values family, tradition, and excellence

This position is to fill an existing vacancy.

AMBICO is committed to diversity and equity in our workplace. We welcome applications from individuals of all backgrounds, including but not limited to Women, Aboriginal persons, Persons with disabilities, Ethnic minorities, Persons of minority sexual orientation or gender identity, Visible minorities, and others who may contribute to the diversification of our workforce and share our values.

If you are invited to continue the selection process, please notify us at hr@ambico.com as soon as possible if you require any adaptive measures to support your participation. We provide accommodation to ensure a fair and inclusive recruitment process for all candidates.

Apply Today!

Apply through our website at www.ambico.com/careers/ by 4:00 pm EDT on **November 07, 2026**. If you would like more information about this position, including the full job description, please contact HR.

Note: Interviews will be conducted on a regular basis. Early applications are encouraged.