



On behalf of our client, a Bermuda-based medium sized contracting company, we are seeking applications for the following position:

Project Coordinator/Scheduler

Key Responsibilities include:

- Enter all new projects, complete with estimates, sales orders and quotations into our management systems
- Schedule start dates and monitor progress of each job with the customer
- Assign and dispatch field staff
- Coordinate ordering of equipment, parts and installation materials
- Provide weekly reports on job progress and percentage completion to management
- Issue project invoices and monitor payment receipts
- Prepare computer generator reports in each project in QuickBooks
- Accounts receivable and monthly statements to clients
- Cross train and assist in other administrative duties

Qualifications, Experience and Skills:

- Minimum of 10 years' experience in a similar industry
- Proficient with Microsoft Office, Excel and QuickBooks
- Experience with service dispatching software an advantage
- Excellent customer service skills, both written and verbal
- Attention to detail
- Ability to work in a fast paced, high energy environment

The Company offers a competitive compensation and benefits package. Specific product training will be provided.

Interested applicants should submit their cover letter along with their resume to:

Ontru: Human Resources
20 Church Street, 2nd Floor, Hamilton, HM 11 or
email: hr@ontru.bm

**All applications must be received no later than:
June 5, 2019**

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