



## Production Coordinator

### **WHO WE ARE**

Harding Display Corp (HDC) is one of Canada's pre-eminent point-of-sale and in-store marketing solution providers. Located in Scarborough, Ontario, we are a family-owned company and have proudly been servicing clients in Canada and the U.S. since 1927 (that's over 97 years!).

Our customers – who include Coca Cola (Canada and USA), Keurig, Molson Coors, Blackhawk Network, and Canon to name a few – choose us because of our best-in-class customer-focused approach and innovative designs of temporary and permanent displays. More importantly, though, we are backed by a strong team of dedicated, diverse employees in all segments of our business including graphic and structural design, production, manufacturing, logistics, sales, accounting, and human resources.

### **WHY WORK WITH US?**

Our business continues to evolve, and we are looking for top talent to join our team and fuel our continuous growth. At HDC, we believe in **People First**, where everyone is welcome, and everyone knows you by name – you are never just a number! We acknowledge that **Powerful Communication** is our oxygen, and that we can't live without it. Our **Growth Mindset** encourages us to be open to learning and adaptable to new ways of doing things. We are leaders in our industry and our expertise allows us to **Innovate Forward**, bringing the best and brightest products and services to our clients. We relentlessly seek **Continuous Improvements**, looking for opportunities to work smarter, not harder.

We offer:

- Competitive pay + bonus opportunity
- Paid vacation, sick/personal days
- Health and dental benefits
- Employee & Family Assistance Program
- Short and Long-term Disability
- Insurance Programs
- Fun, collaborative work environment with a group of seriously talented individuals!

Are you ready to join our growing team and become a member of the Harding family? If so, read on!

### **ROLE OVERVIEW**

Reporting to the Production Supervisor, the Production Coordinator is a self-motivated, well organized, and highly efficient member of the Project Management team.

The incumbent coordinates and monitors the manufacturing of custom display orders from project handoff through to final shipment. The Production Coordinator closely interacts with all departments to ensure timely delivery of customer orders and maintain the highest quality end product.

In this hybrid role, you'll spend four days a week working from our Scarborough office and one day working remotely from home.

### **HIGHLIGHTS OF WHAT YOU WILL DO**

#### **Project Coordination:**

- Obtain a complete and thorough understanding of the project scope at hand-off to effectively transition oversight to the Production team
- Hold cross-functional team accountable for required timelines and address impacts on deadlines when not met
- Proactively address challenges to ensure On-Time In-Full delivery while maintaining quality standards
- Keep project teams updated on key milestones, issues, and challenges
- Utilize project boards to ensure constant communication and updates on project status and project delivery On-Time In-Full
- Comply with project board timelines to ensure project delivery
- Generate accurate shop floor work orders and control project scope changes from hand-off to production to ensure profitability estimates are maintained and goods are produced to required specifications
- Monitor timely delivery of project materials and services
- Ensure quality standards throughout the production process via design tests, necessary project approval, approval of first off production samples and compliance with shop floor quality procedures

#### **Collaboration and Communication:**

- Collaborate professionally with internal teams to execute client deliverables
- Consult cross-functional teams, to corroborate and / or establish realistic labour targets
- Work closely with the Production team to monitor project status and troubleshoot issues
- Communicate effectively and efficiently with internal teams
- Attend project hand-off meetings with relatively short notice, typically 24 hours

#### **Procurement and Resource Management:**

- Build and maintain strong relations with preferred external vendors, acting as a secondary purchasing point of contact
- Prepare and provide quotations to the sales team to support sales efforts that reflect well thought out, best estimates of materials and labour to optimize success and profitability, on-time in-full
- Utilize Global Shop ERP to create Bills of Materials (BOM) and estimate shop floor labor requirements
- Provide project labour production plans that designate production team requirements and unit per hour production targets
- Source and issue purchase orders for required project materials and services
- Manage supply vs. demand for inventory-based accounts and co-packing projects
- Ensure customer inventories are accurately accounted for and reflected within the ERP system
- Investigate on-hand inventories before purchasing from outside sources
- Obtain multiple quotes for purchased items to drive lowest cost raw material inputs

**Compliance and Process Adherence:**

- Ensure team compliance with hand-off process and procedures to maintain project success
- Ensure compliance with Health and Safety Policies, Practices, and Procedures
- Adhere to company standard operating procedures and policies
- Determine optimal manufacturing solutions to drive lowest cost of raw material inputs
- Conduct postmortem reviews on job close out documents to improve profitability on recurring projects

*Other duties as assigned*

**WHAT YOU'LL NEED TO BE SUCCESSFUL**

- 1+ year of experience coordinating medium-scale projects
- Experience in a manufacturing facility, particularly in a Point of Purchase display environment is preferred
- Experience with vendor relations and purchasing material is an asset
- Post-secondary education in Graphic Communication Management or Project Management is preferred
- PMP designation is an asset
- Strong organizational and time management skills
- Superior communication skills, both written and verbal
- Ability to manage and organize multiple priorities with competing deadlines
- Knowledge to read and interpret CAD drawings
- Ability to work in a highly collaborative, team-based environment with minimal supervision
- Experience with an ERP system is an asset
- Proficient with Microsoft Office Suite – Outlook, Excel, and Word

If this sounds like you, please do not hesitate to apply. We look forward to reviewing your application!

*We thank all applicants for their interest in employment with Harding Display, however, only those selected for an interview will be contacted.*

*At Harding Display, we want people to love their work and show respect and empathy to all. We are committed to building a diverse workforce representative of the communities we serve and encourage applications from all genders, races, religions, ages, and sexual orientations, as well as parents, veterans, people living with disabilities, and any other groups that could bring diverse perspectives to our business.*

*We are proud to be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the Integrated Accessibility Standards Regulation. If you require accommodation at any point through the hiring process, please contact the People & Talent Department at [careers@hardingdisplay.com](mailto:careers@hardingdisplay.com) using the subject line: Accommodation Request.*

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