



## Technical Services Coordinator

**M CON Pipe & Products Inc.** is looking for a Technical Services Coordinator to join our team. M CON is a manufacturer of premium precast concrete products with industry roots dating back over 65 years. M CON is committed to putting its people first and creating an engaging environment for growth and development its team.

### Job Summary:

The Technical Services Coordinator will report to the Department Lead and to act as a technical liaison between M CON and its clients. They will work with clients in determining product requirements, coordinating project schedules, and facilitating successful project execution. They will provide accurate, timely, and relevant information to clients striving for continued satisfaction. They recognize that effective communication and collaboration with others is a critical success factor and are governed by decisions that protect and promote the best interest of the company.

### Primary Responsibilities:

- Track and oversee projects from initial quotation to product installation
- Communicate with general and site contractors, consulting engineers, and external sales staff
- Perform detailed material quantity take-offs
- Prepare plant shop drawings for manufacturing
- Prepare product proposal drawings for specifier approvals
- Technical liaise with product end users and product specifiers

### Position Requirements:

- Post-secondary education in applied technology program (Civil or Construction preferred)
- Eligible for certification with OACETT as a Certified Engineering Technician (C. Tech.) or Technologist, (C.E.T.) is considered an asset
- Ability to read and interpret municipal service contract drawings and specifications
- Hands on experience using the latest version of AutoCAD or AutoCAD Inventor
- Excellent communication skills to effectively work in a team environment and engage with customers regarding upcoming and ongoing projects
- Highly organized and conscientious when performing tasks

*M CON offers a comprehensive compensation package including health and dental coverage, life insurance, RRSP and tax-free savings account options, and an annual bonus incentive. We are committed to the development of our people and our team, offering training opportunities, health and wellness programs, and regular company events. Please contact us if you are interested in joining our team.*

**Interested Candidates may apply to: [jobs@mconpipe.com](mailto:jobs@mconpipe.com)**

**[www.mconpipe.com](http://www.mconpipe.com)**