

About Us:

Trinity Aerospace was founded in 2000 primarily as a sheet metal fabrication shop. Over the years we have vertically integrated to include assembly, some processing, heat treatment, and machining.

In 2013 Trinity Aerospace entered into a joint venture with Altitude Aerospace to acquire DICI Industries, a machining and assembly facility located in Montreal, QC. This allows us to also offer the additional services of CNC precision machining and aerospace engineering services through our partner companies.

In our 30,000 sq. ft. modern facility, located in Mississauga, ON, we have state of the art equipment to fabricate simple or complex sheet metal parts up to 48" x 144" depending on part configuration. Our dedicated production team consists of "artisans" that are supported by a robust team of professionals.

Trinity prides itself on a quicker than normal turnaround time and produces "one-off" and small to large production runs. Besides build to print, we also provide Design/Build solutions for prototype & certification.

Opportunity:

We have a great team and we are looking to add a **Program Coordinator**. The Program Coordinator will coordinate projects of varying size, scope, and duration. We are looking for an experienced individual who is self-motivated, a quick learner and who is not afraid to ask questions.

What We Offer:

- Supportive, continuous learning and improvement mentality
- Leaders that will mentor you and encourage growth
- Pleasant, respectful, inclusive, family-oriented environment
- Total Rewards Package includes cost shared benefits with standard medical, dental and vision coverage, a health spending account, and competitive wages
- Annual employee events such as holiday parties
- Flexible hours: Monday to Friday, Office hours are 7:00am to 6:00pm, flexible start time between 7:00am to 9:30am, 8-hour shift with a 30-minute lunch

Key Responsibilities:

- Organize and coordinate projects or programs of varying size, scope, and duration

- Coordinate members of the project team including engineers, designers, and technicians
- Develop knowledge of processes, equipment, materials, and products
- Develop knowledge of project management methodologies and software currently in place, and bring innovative ideas on process improvements
- Assist in developing the project plan, schedules, and work plans, including defining the project scope, goals, and deliverables
- Estimate resources and costs required for the project
- Develop and maintain relationships with team members and project stakeholders
- Assist in defining project success criteria and disseminate to involved parties throughout project life cycle
- Maintain continuous alignment of project scope with defined strategic business objectives
- Effectively communicate project expectations to team members and stakeholders
- Monitor progress of projects, identify problems impeding progress, and participate in their resolution
- Assist with risk, change, and communication activities relating to the projects
- Identify and resolve issues and conflicts within the project team
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Provide reports, updates and feedback to management and project team
- Identify successful and unsuccessful project elements after project completion and provide recommendations for improvement
- Other duties as assigned

What You Need to be Successful:

- 2-5 years of relevant project coordination experience in a manufacturing environment
- Completion of College or University program in Engineering or Business Administration
- Expert knowledge and proficiency with program management processes, methodology, and architecture
- Able to effectively demonstrate business skills and lead multiple projects, professional staff, and cross-functional matrixed teams
- Proficient in the use of business applications software and the ability to use specialized project management and ERP applications
- Skilled at analyzing and interpreting complex policies, contractual language, and financial reports
- Proven ability to work under pressure in a busy and complex environment with minimal supervision
- Proficient computer skills including typing skills, professional email communication and intermediate skills with Microsoft Office programs
- Ability to successfully prioritize and manage competing deadlines and changing requirements



Trinity Aerospace

- High level of accuracy and attention to detail
- Strong problem-solving skills with a focus on finding solutions
- Good verbal and written communication skills in English
- Positive attitude and team player

How to Apply:

If you are interested in joining the Trinity Aerospace team, please visit www.trinityaerocanada.com/careers to fill in an application and submit your resume.