



33 Harbour Square, Suite 202, Toronto, Canada M5J 2G2 T: 416-368-6988 [entro.com](http://entro.com)

TORONTO CALGARY NEW YORK VANCOUVER ZÜRICH

## PROJECT COORDINATOR - Entro, Toronto

### Who We Are

Entro is a recognized international place branding and experiential design firm with offices in Toronto, New York, Calgary, and Vancouver. At Entro, we value diversity of perspectives. Our multidisciplinary approach gives us an incredible appreciation for architecture, planning, and how graphic communications can connect people to place.

Entro's 80 plus-person team includes people with backgrounds in graphic and industrial design, fine arts, neuroscience, architecture, project management, engineering, and media. Our work gives places identity and meaning; it makes complex places navigable; and reveals the stories of places from hospitals and transit hubs to museums, educational campuses, and throughout city centers. Our work has shaped peoples' experiences of destinations around the world.

At Entro, we understand our strength is our people. We believe that the key to our success is a vibrant culture that supports and nurtures our team members. As a design firm, we solve problems, create interest, and tell stories. We cherish curiosity, talent, collaboration, camaraderie, and hard work. We collectively celebrate our wins and learn from our losses.

We offer a flexible work environment of 'give and take' to tend to our personal commitments and interests. We encourage our employees to be their best self, personally and professionally, so we can grow together. We are dedicated to innovation and collaboration. We encourage mentorship and we learn from each other, and with each other. We are compassionate about all that we touch; at home, at work, and within our communities.

### Who We Need

Our Toronto office is looking for a **Project Coordinator** who will provide administrative support to the Project Directors on projects. We currently have a hybrid remote-working scenario in effect, 3 days in the office and the rest from home.

### As an Entro Project Coordinator you will:

- Assist the PM team with end-to-end ownership and accountability of assigned Entro projects
- Assist in the development of key project management deliverables - from schedules to detailed project plans, from client management strategies to communication plans
- Support project design teams by helping nurture a design focus and participate in a vibrant and enthusiastic design office
- Provide project administrative support including coordinating meetings across different time zones, tracking, and documenting action items, and checking deliverables against schedules
- Participate in meeting and communicating with clients, and suppliers to develop effective working partnerships
- Assist with managing project budgets and identifying challenges & opportunities in advance and notify project leadership



- Setup and maintain key project information in Entro's project CRM tool and assist with resource booking, assignment, and tracking
- Promote and enrich company culture and values
- Provide overall project administration for multiple, concurrent, and complex design/construction projects from schematic design to post construction phases
- Manage budget, forecast expenditures and other costs

#### **Qualifications**

- College diploma or equivalent relevant administration experience
- Preference will be given to candidates with a minimum of 2-4 years of project administration experience
- Proficiency using Microsoft Office Suite, Google Suite & Adobe suite
- Detail-oriented and ability to adapt to changing priorities in a fast paced and constantly evolving environment
- Strong organizational, time management and problem-solving skills
- Excellent oral and written communication skills to prepare reports, briefing notes and presentations, and to liaise with clients, partners/collaborators, and contractors
- Ability to develop alternative solutions to complex issues

**Our People** – work with award winning, recognised industry leaders and best-in-class project teams

**Our Projects** – work on exciting, high profile projects that are at the forefront of environmental design and placemaking across the world

**Our Office** – work on the shores of Lake Ontario, easy access to TTC and walking distance to Union Station. Currently Entro is working in a hybrid structure with team members in the office 3 days each week and working remotely on the other days

**Our Compensation** – Work for an employer that offers competitive pay, extended health and dental benefits as well as opportunities for career growth & development

Please send resumes to the attention of Arpita Bhalla (careers@entro.com) with the subject line: "Project Coordinator, Toronto".