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## Shop Coordinator – Oakville, Ontario

ProcCor Limited manages Canada's largest private tank car lease fleet and operates an extensive repair network across the country. Our fleet has grown to include more than 30,000 special purpose tank and freight cars. ProcCor also operates 27 repair locations servicing the petroleum, petrochemicals, plastics, chemicals, fertilizers and food markets.

We have an exciting opportunity for a reliable Shop Coordinator at our Oakville repair facility. This opportunity is perfect for an individual looking for a mix of time at a desk and time on the shop floor.

### **Job Summary:**

Principal Duties in this position are as follows:

- Prepare documents for write-ups for Inspectors.
- Ordering of materials and supplies for the facility.
- Manage recertification program for QA instruments.
- Input data into RPI, an internally developed system for railcar maintenance records.
- Preparation of documents (BRC's) for invoice purposes.
- Car Routing and return to customer - disposition.
- AX system material control and reconciliation.
- Inventory maintenance and control.
- Quality documentation and control.
- Maintenance of purchase orders.
- Provide assistance to employees regarding benefits in the form of information and forms.
- Daily labour and attendance input into HRIS system.
- Updating the training database in the HRIS system.
- Sorting files, creating labels, filing.
- Preparing files to be sent to storage.
- Maintain dangerous goods log and organize waste disposal.
- Perform UTT and interior coating inspections.
- Additional duties as assigned.

**Requirements:**

- Legally entitled to work in Canada.
- High school diploma or equivalent.
- Strong technical and computer skills are required.
- Excellent time management, organizational, and communication skills.
- Attention to detail and commitment to quality.
- Initiative and ability to work well under pressure/deadlines.
- Positive and energetic attitude.
- Ability to work in an environment with exposure to outdoor weather, dust, fumes, and noise, and wear the required personal protective equipment for the job in a safe manner.
- Adhere to Procor's health and safety standards (including the Responsible Care policy).

**Preferred Skills and Experience:**

- Previous experience in a railcar repair facility or similar.
- Union relations experience.
- Welding skills, NDT certification and WHMIS training are assets.

**Benefits:**

Procor Limited is an equal opportunity employer. We offer our employees the opportunity to be a contributing member of a successful team as well as competitive wages and extensive benefit coverage:

- Group benefits including dental, vision, and insurance
- Pension and retirement savings plans
- Personal and family rebates for fitness, computers and education

Interested applicants are invited to submit their resume, and cover letter with salary expectations, to [employment@procor.com](mailto:employment@procor.com).

We thank all applicants for their interest in Procor Limited, however only successful candidates will be contacted.