



## Job Title: Installation Coordinator

Are you an organized, detail-oriented professional who thrives in a fast-paced environment? Do you love coordinating projects, problem-solving, and ensuring things run smoothly? Coastal Heat Pumps is looking for an **Installation Coordinator** to join our growing team!

### Why Join Us?

At Coastal Heat Pumps, we value our team and offer:

- ✓ **Competitive wages** and room for growth
- ✓ **Comprehensive benefits**, including health and wealth spending accounts
- ✓ **RRSP matching** to help you plan for the future
- ✓ **Flexible schedules** for a great work-life balance
- ✓ **A family-owned company** with a supportive, fun atmosphere
- ✓ **Team events** like hockey games, golf tournaments, and more!

### What You'll Do:

As an **Installation Coordinator**, you'll play a key role in ensuring smooth and efficient installations. You'll:

- **Schedule and coordinate** installations, subcontractors, and service logistics.
- **Verify and track** invoices, estimates, equipment orders, and warranties.
- **Manage data entry** and reporting in Service Titan.
- **Oversee service parts, supplier orders, and finance-related tasks.**
- **Follow up with customers** to ensure satisfaction and resolve any issues.
- **Support the team** with IT assistance, process improvements, and day-to-day operations.

### What You Bring:

- Experience in **project coordination, scheduling, or administration** (HVAC experience is a plus!).
- **Strong multitasking, organizational, and problem-solving** skills.
- **Proficiency in FSM systems** like Service Titan (or a willingness to learn).
- A **team-first attitude** and excellent communication skills.

### Work Environment:

- Based in **Victoria, BC**, with some remote admin flexibility.
- A fun, dynamic work atmosphere where your contributions **truly make a difference.**
- A company that **values work-life balance and employee well-being.**



### **Ready to Join the Coastal Heat Pumps Family?**

If you're looking for a **rewarding career** in a company that puts people first, we'd love to hear from you! Apply today and become part of our **growing, energetic team**.

Job Types: Full-time, Permanent

Pay: \$25.00-\$30.00 per hour

#### Benefits:

- Company events
- Dental care
- Extended health care
- Life insurance
- RRSP match
- Wellness program