

Engineering Project Coordinator

Location: On-Site Full Time -Halton Hills | **Company:** Intlvac

Intlvac, a world leader in Physical Vapor Deposition (PVD) Tools and Ion Beam Etch Systems, is seeking a highly organized Engineering Project Coordinator to join our growing team.

Role Overview

You will work hand in hand with our Engineering Department, supporting scheduling, production, supply chain, quality assurance, and procedure writing. This role is key to keeping builds on track, ensuring clear communication across teams, and maintaining high standards of quality to deliver products on time and in-budget

What You'll Do

- Communicate, Communicate, Communicate
- Attend Meetings, coordinate project schedules, milestones, and deliverables.
- Support production, supply chain, and QA activities.
- Prepare reports, documentation, and technical procedures. Flag issues, and escalate production roadblocks to appropriate stakeholders.
- Track progress, identify risks, and assist with problem-solving.
- Collaborate with cross-functional teams and external partners.

What We're Looking For

- Degree in Engineering, Project Management, or related field (or equivalent experience).
- 2–5 years in project coordination in a production environment, ideally in an engineering or technical setting.
- Strong organizational and communication skills.
- Experience with technical documentation and process development is an asset.

Why Intlvac

- Join a global leader in advanced thin-film technologies.
- Collaborate with a dynamic and innovative engineering team.
- Competitive compensation and benefits.
- Career growth and development opportunities.

To apply for this position, please send your resume to intlvacjobs@intlvac.com. Only candidates legally permitted to work in Canada will be considered for this position.