



Technical Service & Parts Coordinator

Location: Halton Hills, ON – on-site

Job Type: Full-Time, Days, M-F

Department: Service / After-Sales Support

Wage: \$24-26/hour

Start Date: Aug 4, 2026

Join Intlvac Thin Film

Intlvac Thin Film designs and manufactures advanced high-vacuum process equipment used by research and industrial customers around the world. We are seeking a technically minded, organized professional to join our Service & After-Sales team in a hands-on coordination role supporting spare parts, service activities, and customer support.

If you have a mechanical engineering technology background, enjoy solving technical problems, and thrive in a fast-paced manufacturing environment, we'd like to hear from you.

What You'll Do

- Coordinate customer spare parts and service requests from inquiry through shipment
- Prepare quotations for standard replacement parts
- Identify replacement parts using mechanical drawings, bills of materials, manuals, and system records
- Work closely with Engineering, Purchasing, Production, Shipping, Inventory, and Service teams
- Track quotations, orders, work orders, and shipments
- Package and prepare parts for shipment
- Maintain accurate records using ERP and inventory systems
- Respond to customer inquiries regarding parts availability, order status, and shipping timelines
- Help improve inventory accuracy, documentation, and departmental processes

What We're Looking For

- Diploma in Mechanical Engineering Technology, Mechanical Technician, Manufacturing Engineering Technology, or a related field (or equivalent experience)
- Ability to read mechanical drawings and bills of materials
- Strong organizational and problem-solving skills
- Experience with ERP, inventory, or manufacturing software is an asset
- Excellent communication and customer service skills
- Comfortable handling and packaging industrial parts
- Experience in manufacturing, industrial equipment, technical service, or parts coordination is preferred

**Assets Include:**

- Experience with industrial machinery or custom manufacturing
- Technical quotation or inside sales experience
- Familiarity with machined components and engineering documentation
- Experience working with cross-functional teams in a manufacturing environment

Why Join Intlvac?

- Work with advanced vacuum and thin film technologies
- Collaborative, team-oriented environment
- Opportunity to develop technical, customer service, and project coordination skills
- Exposure to engineering, manufacturing, service, and global customers
- Competitive compensation and benefits

If you're organized, technically curious, and enjoy supporting customers while working with advanced technology, we encourage you to apply. Successful candidates must be legally permitted to work in Canada. If interested, please send your resume to intlvacjobs@intlvac.com.