

Why MicroAge

Trusted business partner and market leader that enables Client success through the adoption of information technology. MicroAge provides organizations with managed IT services and business technologies, supported by a team of skilled professionals who strive to anticipate the evolving needs of our clients. We take pride in the premium quality, personalized services we deliver, and have earned the privilege to be considered the partner of choice for many of Canada's Fortune 1000 companies, medium and large businesses, public sector organizations and educational institutions.

Our team is comprised of talented and passionate professionals that are encouraged to think outside the box. The MicroAge environment is dynamic, where team members are appreciated for their involvement and rewarded for their contribution. Our commitment to continuous improvement is supported by career development initiatives that include on-going skills training and coaching. We help bring out the best in you.

The Position: Jr. Project Coordinator

-  Location: Laval (QC)
-  Permanent and Full-time position

The Project Coordinator is responsible for assisting in the planning, execution, monitoring, and closure of projects. This role ensures project tasks, timelines, documentation, meetings, communication, and reporting are well organized and aligned with project objectives.

Responsibilities:

- Coordinate project activities, schedules, resources, and information.
- Support the Project Manager in planning and tracking project timelines.
- Prepare and maintain project documentation, including project plans, meeting notes, status reports, action items, and risk logs.
- Schedule and attend project meetings, record minutes, and follow up on action items.
- Track project progress and escalate delays, risks, or issues when needed.
- Communicate updates to stakeholders, team members, vendors, and clients.
- Assist with budget tracking, purchase requests, invoicing, and project-related expenses.
- Maintain project files and ensure documentation is accurate and up to date.
- Help coordinate internal resources and external partners to support project delivery.
- Support change requests, project reporting, and post-project reviews

Required Skills and Qualifications:

- College diploma or bachelor's degree in business administration, project management, information technology, or a related field.
- 1–3 years of experience in project coordination, administration, operations, or a related support role.
- Fluency in both French and English, with strong written and verbal communication skills in both languages.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and deadlines.
- Attention to detail and strong follow-up skills.
- Proficiency with Microsoft Office tools such as Word, Excel, Outlook, PowerPoint, and Teams.
- Basic understanding of project management methodologies.
- Ability to work collaboratively with cross-functional teams.
- Problem-solving mindset and ability to escalate issues appropriately.



We offer:

- Competitive remuneration;
- Comprehensive employee benefits package;
- Training, coaching and mentoring within a stimulating work environment;
- Career development with the possibility for advancement within the Company.

Are you interested in becoming a business technology advocate? Would you like to help businesses perform better through the adoption of business technologies? We will be selecting only the best candidates that want to **have fun, learn** and be **part of our winning team**. If interested, please send your resumé to: cv@nwd-microage.com.

