

*Cameron's Valves & Measurement group is a leading provider of valve and measurement products, systems and services used in oil and gas production, transportation and refining. The group is an integral part of Cameron's flow equipment leadership in oil, gas, and other process markets.*

*We offer competitive wages, company-paid benefit and pension plans, employee bonus plans, training, and career advancement.*

Cameron Canada is currently recruiting the following position to be based from our Cameron Edmonton office:

## ***PROJECT SERVICE COORDINATOR***

The **Project Service Coordinator** coordinates activities and reports on contract performance and management with respect to safety, performance, cost, schedule, and delivery.

### **Responsibilities include:**

- Obtains price and delivery as required.
- Prepares and consolidates product costing.
- Develops and releases final quotation for submission to FMS (Project) Group.
- Works with Marketing Sales Reps to coordinate the quote packages.
- Coordinates with Plant Procurement Team on material execution for project orders.
- Coordinates with Plant Production Group to update and execute on production schedule contract requirements of project orders.
- Delivers required reports as required by project order contract obligations.

### **Requirements:**

- Post-secondary education relating to business with a minimum of 2 years experience.
- Proficiency with MS Applications including Access.
- Background in product costing and purchasing or related project coordination experience.
- Knowledge of terms and conditions including legal terms. Has a basic understanding of accounting and payment terms.
- Background in SAP would be preferred.

To apply, please submit resume and cover letter to [jobedge@c-a-m.com](mailto:jobedge@c-a-m.com), quoting "Project Service Coordinator" in the subject title.

*Cameron thanks all applicants however only those candidates selected for interview will be contacted.*

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