



Title: Scheduling Coordinator

Location: 2345 Alyth Road SE, Calgary which is on a great bus route!

FYI: In late 2024 – early 2025, Star will be moving to a new facility at 292156 Crosspointe Road, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac).

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Scheduling Manager, as the **Scheduling Coordinator** you will provide support and interact with departments throughout the cycle of a new customer order, including planning, scheduling and monitoring of the order. You also act as the liaison with other departments to ensure concerns are resolved promptly and effectively.

Your day-to-day responsibilities will include:

- Acting as the primary contact, redirecting and following up to ensure the applicable departments handle current job files in the system & in the queue (pricing, stage of job, documentation).
- Assisting Outside Sales Representatives in processing orders, responding to customer inquiries and general troubleshooting.
- Managing quotes, sales orders, pricing updates and payments by entering in the system and handing off between the various stages of design, estimating, production, order processing and delivery.
- Ensuring job information is always up to date with the most relevant and accurate information to resolve issues promptly.
- Communicating with customers regarding open quotations with a view of closing the sale.
- Organizing the delivery sequence so that the right building packages arrive at the building site at the right time.
- Responding to urgent matters with tact and diplomacy. Ensuring that the customer's buying experience, from beginning to end, is positive.
- Maintaining knowledge of competitors in the area.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Diploma or certificate in Project Management, Logistics, Business Administration or equivalent.
- Minimum 3 years of related experience.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), ERP software (BisTrack) and CRM systems.

Preferred Requirements

- Previous scheduling experience in the construction, building materials, or manufacturing industry is an asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may be occasionally required.

About Us

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: August 21, 2024

[Apply Here](#)