

Job Title: Project Coordinator – Home Installs & Client Services**Location:** Barrhead AB**Employment Type:** Full-Time**About Us:**

At Barrhead Home Hardware Building Centre, we pride ourselves on delivering exceptional customer experience and high-quality building solutions. We support homeowners, contractors, and DIY enthusiasts across all stages of construction and renovation. Join our team and help bring dream projects to life!

Position Overview

The Project Coordinator plays a key role in facilitating new home construction and renovation projects for clients. This individual will be the primary point of contact, guiding customers from initial concept through to completion. The role includes actively promoting, managing, and supporting Home Installs services while coordinating product selections, timelines, and supplier relationships.

Key Responsibilities

- Act as a knowledgeable and professional advisor for clients undertaking home construction or renovation projects
 - Coordinate all aspects of customer projects—product selection, quoting, scheduling, and communication
 - Promote Home Installs services by educating customers on available installation programs
 - Manage Home Installs projects including contractor coordination, service documentation, and project follow-ups
 - Build strong relationships with homeowners, builders, contractors, and vendors
 - Assist with estimating and preparing detailed quotes for building materials and installation services
 - Ensure project accuracy by reviewing orders, tracking progress, and addressing any issues promptly
 - Provide a customer-focused experience through proactive communication and problem-solving
 - Maintain up-to-date product knowledge of building materials, tools, and installation options
 - Support sales floor activities as required to contribute to team success
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Qualifications & Skills

- Experience in construction, renovation, project coordination, or related retail environment is an asset
 - Strong communication and customer service skills
 - Excellent organizational and time-management abilities
 - Ability to read and interpret building plans an asset
 - Proficiency with point-of-sale systems, CRM tools, and Microsoft Office
 - Positive attitude with a collaborative, solution-driven mindset
 - Valid driver's license may be required for site visits
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Why Join Us?

- Competitive compensation and benefits
- Opportunity for training and career growth within Home Hardware
- Supportive, community-focused work environment
- Help customers bring their vision to life—one project at a time