

TECHNICAL COORDINATOR

WINDOW COVERINGS

Position Type: Full-time, Permanent

Location: Calgary, AB

ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a privately held business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

THE OPPORTUNITY

Get to be a part of the RGO team that has been recognized as a Best Workplace in Alberta at one of Canada's Best Managed Companies by joining us as a Technical Coordinator, Window Coverings. The Technical Coordinator, Window Coverings is a key point of contact for technical support for our internal team and works with all types of window coverings including motorized systems. This individual will primarily work on producing custom shop drawings for the commercial sales team and is responsible for ensuring that technical considerations are accurate and meet customer expectations for commercial and high-end residential window coverings.

WHAT YOU WILL DO

Technical and Administrative

- Develop detailed wiring layouts for motorized shading systems, integrating control platforms based on project drawings, specifications, and site conditions, in close coordination with the sales team.
- Utilize AutoCAD/Revit to create design templates, and project-specific custom shop drawings.
- Provide administrative tasks for the project manager to keep the project running smoothly, including ordering materials, managing deadlines and workflow, and scheduling meetings and installation.
- Offer expert technical advice to the sales team, contractors, builders, and designers.
- Actively participate in construction site meetings, review on-site conditions, and propose effective solutions and adjustments through insightful shop drawings.
- Engage in product training seminars and deliver technical support to contract installers

Accountability

- Analyze specification packages to choose the best products and identify additional requirements, such as electrical needs, ensuring projects are outfitted with suitable solutions.
- Conduct precise take-offs from architectural drawings, considering window quantities, dimensions and configurations for accurate project planning and execution.
- Maintain consistently high accuracy in all tasks, upholding quality standards and ensuring reliability in every project detail.

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- Allocate time efficiently and meet deadlines by prioritizing tasks, ensuring timely project progression in a dynamic and changing work environment.

WHAT YOU WILL BRING

- Diploma in Architectural Technology, Civil Engineering Technology, or similar is required.
- Excellent computer skills, with proficiency in AutoCAD, Excel, and other MS Office programs.
- Ability to read architectural drawings and specifications.
- Knowledge of construction sites is an asset.
- Must have a valid Alberta Driver's License and reliable personal vehicle to be used during the business day (mileage allowance is paid).
- Attention to detail and organizational skills
- Versatile, flexible, and adaptable in managing varying responsibilities and tasks.
- Proven problem-solving skills with the ability to foresee potential problems, identify issues in need of resolution, evaluate solutions and choose the best one.
- Strong interpersonal and communications skills to work effectively with many different people.
- Self-motivated and accountable.

PERKS & BENEFITS

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- On-site fitness facility
- Free parking and close to transit with c-train

To apply, please submit your resume to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW