



Space makers.
Connection makers.
Culture shapers.



Project Coordinator

Operations

Position Type: Full-time, permanent

Location: Calgary, AB

The Opportunity

Join the award-winning RGO team—recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies—by stepping into the role of Project Coordinator, Operations.

Reporting to the Senior Manager, Operations & Service, you will play a key role in planning, coordinating, and executing move, installation, and reconfiguration projects from initial proposal through final close-out. In this operations-focused, hands-on role, you will work closely with sales representatives, end users, general contractors, construction trades, and furniture installation teams within an active construction environment. You will be responsible for delivering projects on time, on budget, and to a high standard of quality. This position requires someone who is equally comfortable wearing steel-toed boots on a job site and representing the company professionally in a boardroom.

What You Will Do

Proposals & Planning

- Prepare complete and accurate project proposals for new move or reconfiguration opportunities.
- Collaborate with Workplace Administrators to ensure all installation and delivery costs are included prior to quoting.
- Conduct detailed site measurements for new building and architectural product quotes.
- Coordinate acknowledgement dates with Workplace Administrators and communicate any changes or delays proactively.
- Work closely with the Sales Representative to ensure compliance with all project Terms and Conditions.
- Build and maintain a complete and accurate project folder outlining the full scope of work.

Project Execution

- Attend pre-installation and site meetings to ensure alignment across teams and facilitate issue resolution.
- Schedule required manpower in partnership with the Scheduler.
- Conduct site visits to monitor progress and confirm the project is tracking to plan.
- Ensure project activities are carried out efficiently, escalating performance concerns to the Supervisor, Installation & Service as needed.
- Update project documentation as changes occur and ensure crews receive timely communication.
- Submit all paperwork required for project close-out.

Site Management

- Partner with the Install Supervisor/Manager to monitor installation crews, ensuring quality work, adherence to health and safety protocols, and professional conduct onsite.

Follow-Up

- Work with the POE Coordinator to resolve all Post Occupancy Evaluation items promptly.
- Review completed projects to evaluate success and identify opportunities for process improvement.

What You Will Bring

- Minimum High School Diploma.
- 1–3 years of experience in project coordination, construction-related work, or a similar operations-focused role.
- Practical, hands-on experience working in or around construction project environments considered an asset.
- Certification in Project Coordination is considered an asset but not required.
- Ability to learn and follow established processes and procedures.
- Exceptional organizational skills, including the ability to manage timelines, documentation, and multiple streams of work in a fast-paced environment.
- Highly adaptable, with the ability to remain flexible and effective when project demands, schedules, or site conditions change.
- A positive, optimistic approach with a customer-focused mindset.
- Self-motivated, action-oriented, and able to overcome obstacles to complete tasks effectively.
- Strong communication skills for working with colleagues, contractors, and customers.
- Proficiency in Microsoft Office applications and other computer-based systems essential to project coordination.
- Class 5 Driver's license required.

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

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 application to careers@rgo.ca.

We appreciate the interest of all applicants and candidates for consideration will be contacted. Any offer of employment will be conditional upon the successful completion of background checks, reference checks, and pre-employment health assessments, where applicable.

