



Space makers.
Connection makers.
Culture shapers.

RGO



Make



Space

Commercial Project Coordinator

Window Coverings

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 Commercial Project Coordinator, Window Coverings.

Reporting to the Manager, Technical Team & Project Manager, you'll play a key role in supporting our Commercial Sales and Technical teams to assist in all stages of the sales and project management of commercial window coverings projects.

What You Will Do

Project Coordination

- Support end-to-end project execution with the Project Manager.
- Set up projects, prepare documentation, and submit accurate orders.
- Coordinate with vendors, review confirmations, and ensure timely delivery.
- Schedule site measures and installations with the Logistics Team.
- Assist with shop drawings, samples, and close-out documentation.

Administration & Communication

- Maintain organized records and track project progress.
- Communicate clearly with internal teams, vendors, and clients.
- Handle order forms, shipments, and follow-ups.
- Ensure tasks are completed accurately, on time, and to a high standard.
- Identify and resolve issues independently; escalate when needed.
- Make informed decisions that may impact timelines, budgets, or client satisfaction.
- Perform other duties as assigned by the Manager to support team and project needs.

What You Will Bring

- Entry level position; experience in a data entry, customer call center, or order coordination role would be an asset.
- Post-secondary education (business, project management, architectural technology, or related field) preferred.
- Ability to read architectural drawings/specs is an asset; training will be provided.
- Strong data entry skills with high attention to detail and accuracy.
- Excellent organizational skills and ability to manage multiple projects.
- Clear, professional communication skills with both internal teams and clients.
- Familiarity with construction sites and window coverings is a plus.
- Proficiency in MS Word, Excel, and willingness to learn internal systems.
- Strong problem-solving skills and a proactive mindset.
- Successfully undergo a criminal record check.

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.

