



Applied Industrial Technologies is currently seeking and has an immediate opening for a qualified and motivated individual to fill the position of **Intern – Shop Coordinator/Administrator** at our **Edmonton, AB** location. The selected candidate will be part of our **Applied Scholarship Program**.

MORE ABOUT THE PROGRAM:

We are seeking dedicated students who are interested in building a lasting relationship with us by returning year over year for Intern terms with the ultimate goal of permanent employment after graduation.

As part Applied's Scholarship Program, at the end of each successful term the selected student will receive a scholarship award for their hard work. Upon returning each year and successfully completing a subsequent term, that award will increase in value!

THE OPPORTUNITY:

Reporting to the Shop Manager, the **Intern - Shop Coordinator/Administrator** will be responsible for the administration of service and production orders related to repairs and manufactured items, as well as estimating cost models and proposals in support of sales. They will play an integral role in helping our customers Achieve Superior Performance!

RESPONSIBILITIES:

- Responsible for procurement, coordination and timely arrival of parts between vendors and repair facility to facilitate deadlines and customer requirements
- Data entry, organization and filing related orders and other relevant information within standards of repair shop facility, both manually and electronically as per company procedure
- Preparation of customer quotes and other documents within corporate standards and quality procedures
- Ensure accurate costing of all parts and services required to complete orders
- Supply regular updates to internal and external customers on status of orders
- Other duties as required

DESIRED CHARACTERISTICS:

- Currently enrolled in post-secondary program such as Technical Diploma or Bachelors Degree
- Naturally mechanically inclined & technical aptitude
- Excellent communication skills; verbal & written
- Strong time management skills
- Customer Service oriented
- Computer savvy and proficient with technology; specifically MS Excel
- Positive attitude

In this role, you will be met with opportunities for training, education, and challenge to help you grow both professionally and personally. We truly view our associates as an investment and highly encourage you to come grow with us. We welcome you review our website here for more information on the program:

<https://jobs.applied.com/ca/en/Campus-recruiting>