

OPENAIRE INC is a leading custom designer and manufacturer of retractable roofing and skylight systems.

Located in Mississauga, our Team custom designs, manufactures and installs OpenAire's Custom Product for customers throughout North America and Europe.

We hire dynamic, energetic individuals willing to work with us to learn our product and processes, train within our team environment and share in our growth and successes.

We are currently looking for a **Design and Project Coordinator** to complement our growing team.

This is a full time position offering a competitive compensation package, an exciting, fast paced environment, in house training and support and the opportunity to grow and advance.

Working with our Team of **Design and Project Coordinators**, you will be responsible for the design and coordination of high-end, custom, retractable roofing systems and skylights for OpenAire Customers.

Your education and experience in Architectural design and drafting will enable you to assist in our sales process providing 3D concept drawings for customer discussion. Once a sale is secured, you will create detailed shop drawings based upon your initial concept along with communications with customers, architects and general contractors.

Upon approval of drawings by the customer, you will prepare fabrication "cut" sheets for use by our manufacturing Team. You will work with OpenAire's installation team providing design information to ensure effective installation of projects.

In your role as **Design and Project Coordinator** you will liaise with customers, architects, general contractors and members of the OpenAire Team. You will be an integral part of the sales, design, manufacture and install segments of this business and contribute to our continued success.

If this position interests you, I would enjoy discussing it with you further. Please contact me via email at dbaker@openaire.com or at 905-819-8535.

I look forward to talking with you.