



AyA Kitchens and Baths is a manufacturer of high quality, frameless cabinetry. By combining old world craftsmanship and attention to detail with high tech manufacturing processes we are able to offer innovative, quality cabinetry at competitive, manufacturer direct prices. AyA's in house design professional's work with clients ranging from individual home owners to multi-national builders to create cabinetry solutions tailored to specific tastes and needs.

We are hiring Project Coordinators to join our increasingly busy Operations Department.

The role of the PC is to coordinate the completion of service work on the kitchen installation in order to adequately prepare each lot for pre delivery inspection (PDI) by the home owner as well as provide ongoing customer service.

Responsibilities include but are not limited to:

- Manage customer enquiries regarding products, service, installation and accounts
- Schedule and track service appointments with customers and service technicians
- Scan and archive service documents into system
- Analyze and update deficiency lists
- Generate purchase orders for builder customers
- Review and ensure accuracy of chargeable orders and manage budgets
- Daily/weekly service updates to customers and management
- General office duties as assigned

Education/Experience:

- College Diploma in Architectural Technology or Design
- 2-3 years working experience in cabinetry, construction or builder environment preferred
- Excellent oral and written communication skills
- Ability to multitask, problem solve and deal with difficult customers
- Strong computer literacy including Microsoft Office
- Comfortable with learning new systems easily
- Superior organizational and time management skills

Hours: Monday to Friday  
7:30am – 4:00pm

AyA offers a comprehensive benefit package including health, dental, vision, Employee Assistance Program, Pension, onsite parking, gym and subsidized cafeteria

Please submit resume to [hr@ayakitchens.com](mailto:hr@ayakitchens.com)

