



GESPRO PACKAGING INC.

Brossard • Tel: (450) 619-0648 • Fax: (450) 619-2595 • www.gespropackaging.com

Gespro Team is a consulting company that supports its customers in providing solutions for their packaging lines as well as project management services.

Gespro Team is looking for a project coordinator to prepare the preliminary engineering, detailed and execution of packaging projects.

The job description is detailed hereunder:

Project Engineer - coordinator

General work conditions

Your task will be to coordinate the efforts of the plant/management team to develop ideas/projects in the food industry business. These projects will be mainly for new packaging/processing equipment or optimizing existing machinery as a consultant working in the plant.

You will be estimating budgets, time schedule, and writing preliminary engineering documents to justify projects. When a project is approved, you will be coordinating the efforts and writing the specifications.

You will be reporting to the project manager as well as being involved in all activities of the project as an executor.

RESPONSABILITES

- Confidentiality of all information about the Client/consultant/contractors related or not to the project
- Technical reference for the project (supporting the team)
- Project management (meeting organizer, notes, reviews, etc.)
- Clearly and weekly communicate project progress
- Control and distribute technical details (validate data).

- Respect Client's/internal procedures and improve them
- Follow the project Plan and official ask for changes when necessary
- Responsible for project deliverables (scope, budget, time frame)

TASKS

1. Design and detail the project

- 1.1. Validate technical data (speed, constraints, operations, etc.) and update them
- 1.2. Identify the new process (new equipment or modifications)
- 1.3. Site survey (2 dimensions) for equipment layouting
- 1.4 Prepare the preliminary engineering manual
- 1.5. Review and finalize line design with the team. Prepare official documents for bids (equipment



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and installation) in respect to industry/client standards

1.7. Compare bids technically and recommend a solution

1.8. Prepare project schedule, scope and budget.

2 Project supervision

2.1 Follow up technically with suppliers on project details (drawings, data, design, etc.)

2.2 Prepare the installation plant, commissioning and Start-up

2.3 Coordinate operators/maintenance training

2.4 Update as built drawings

3 Close-up

3.1 Prepare and complete the punch list

3.2 Participate in the close-up meeting.

ABILITIES REQUIRED

Technical abilities:

- Technical and practical experience in the food/beverage industry
- Knowledge of sanitary and other standards 3A, GMP, OSHA, CSA, etc.
- Packaging equipment experience as well as installation execution.
- Conveyor's experience, transportation and accumulation principles
- General engineering knowledge in interrelated domains (electrical, industrial, automation, etc.)
- Good experience with AUTO CAD, Excel, Word, Microsoft Project
- Equipment design is a plus
- Electrical code knowledge is a plus

Management abilities:

- Experience in project management (PMI)
- Organizational skills are a must
- Good evaluation capacities to plan work and under stressing conditions
- Good control over the budget vs. spent (PO management)
- Capability of motivating people and solving issues within a group.



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Communication Capacities

- Good English (written and spoken) and French
- Good knowledge of reporting techniques and tools
- Capacity of establishing good relationships based on mutual trust with clients and suppliers.

Job requirements:

- Engineering degree
- Minimum 2 years experience in a production/manufacturing plant (food is a plus).
- Minimum 2 years experience in project management
- English (very good); French is a plus
- Flexibility and eager to learn and develop his skills