



## Job Posting

**POSITION:** Project Support Coordinator  
**STATUS:** Full-Time (Hybrid)  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Senior Manager, Project Management Office  
**DEPARTMENT:** Project Management Office

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Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

### **Primary Role of This Position**

The Project Support Coordinator role provides project management, operational, and administrative support to the project team, sponsor, and project manager. Additionally, this role involves business process analysis, identifying areas for improvement, and ensuring standardized process documentation. The role will focus on specific deliverables, project components, and/or subprojects, including scheduling, organizing, data gathering, progress updating and reporting. They will also prepare presentation-ready project and portfolio reports, reducing the workload for senior project managers.

### **Main Responsibilities:**

- + Communicate with project stakeholders and deliver project report status, highlighting key milestones, potential risks, and overall performance metrics
- + Develop and maintain project schedules, adjusting plans as needed to optimize efficiency and meet deadlines
- + Utilize analytical skills to collect, organize and produce business process documentation
- + Attend project meetings, provide administrative support for recordkeeping and follow-up on action items with attendees and non-attendees
- + Monitor data quality, ensuring the timely entry of information in process and project databases
- + Coordinate project-related events, including scheduling, invitation, equipment needs, catering, and other logistics
- + Other as required

### **Education and Experience**

- + College diploma or university degree in the field of computer science and/or project management, with three years' equivalent work experience

- + Proficiency in business process analysis, design, and documentation. Knowledge of process improvement methodologies such as Lean Six Sigma or Business Process Reengineering (BPR) is desirable.
- + Extensive experience with Microsoft 365 Office tools (including MS Project & Visio) and SharePoint
- + Certifications in project management, business analysis or Microsoft Dynamics
- + Working proficiency in French, software implementation experience, Microsoft Azure project development tool would be an asset

### **Qualifications**

- + Strong analytical and problem-solving skills, with a proactive approach to identifying and resolving issues
- + Ability to effectively prioritize and execute tasks in a high-pressure environment, with flexibility and adaptability to embrace continuous change
- + Critical thinking and proficiency in business analysis and process modeling tools (e.g., Microsoft Visio)
- + Strong collaboration, communication, and persuasion skills, with the ability to thrive in dynamic project environments
- + Ability to present ideas in business-friendly and user-friendly language
- + Strong attention to detail, leadership skills, demonstrated ownership of work

### **How to Apply**

If you are interested in applying, please submit a cover letter and a résumé to: [recruitment@kohlandfrisch.com](mailto:recruitment@kohlandfrisch.com).

**Please ensure you specify the job title, Project Support Coordinator, in the subject line of your email.**

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.*