



[Transcona Roofing Ltd.](#)

Service Coordinator

Winnipeg, MB · Reposted 3 days ago · 77 applicants

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About the job

Company Description

Established in 1959, Transcona Roofing Ltd. is a full-service roofing and waterproofing contractor dedicated to building long-term relationships with our customers through the installation, repair and maintenance of industrial, commercial and institutional buildings. Our focus is on combining creative problem-solving and unmatched customer service to exceed expectations and create a higher standard in the commercial roofing industry.

Role Description

We're looking for a full-time, on-site Service Coordinator to support our Service Department, service sales, and inspection program. This role combines administrative expertise with operational coordination, making it perfect for someone who's organized, proactive, and enjoys keeping teams, schedules, and systems running smoothly.

What you'll do:

- Coordinate service operations and administrative tasks to keep the department running efficiently
- Assist service sales and inspection program with scheduling, follow-ups, and setting up properties in FCS/Dataforma
- Schedule inspectors and manage inspection workflows
- Create and manage service work orders, documentation, and reporting
- Support customer communications, inquiries, and follow-ups to ensure a seamless experience
- Assist with invoicing, payroll support, and compliance documentation
- Collaborate closely with service teams, inspectors and accounting to ensure smooth operations

What we're looking for:

We're looking for someone who takes pride in doing the right thing and following through on commitments. You're organized, reliable, and able to manage multiple priorities in a fast-paced environment. You communicate clearly, work well with teams and customers, and take ownership of both administrative tasks and operational coordination. You're confident, humble, and motivated to support the team and go above and beyond for our customers.

If you value integrity, teamwork, continuous improvement, and customer service, we'd love to hear from you.

👉 **Apply today or reach out to learn more.**

Know someone who'd be a great fit? Feel free to share!

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