

MECHANICAL DESIGNER / PROJECT COORDINATOR



**SEND YOUR
RESUME TO**

info@rainhouse.com

Schedule

- 8 hour shift
- Monday to Friday

Benefits

- Casual dress
- Company events
- Extended health care
- Paid time off
- Tuition reimbursement

Responsibilities

Mechanical Design

- Design mechanical components and assemblies using SolidWorks and Fusion 360, with experience producing manufacturing drawings.
- Produce 3D models and manufacturing drawings while maintaining design files and document control in accordance with internal, ISO9001 and AS9100 processes.
- Develop Bills of Materials (BOMs), assembly instructions, and manufacturing documentation.

Project Coordination, Planning & Supplier Management

- Manage projects from quotation through production and final delivery, while maintaining schedules and priorities.
- Coordinate with customers and vendors to define requirements, communicate updates, and manage quotations, procurement, manufacturing, and delivery activities.
- Coordinate resources for manufacturing, assembly, inspection, and testing.
- Plan manufacturing activities to meet requirements, quality standards, and delivery schedules.
- Develop work instructions, inspection requirements, and production documentation.
- Support continuous improvement across design and manufacturing.

Production & Hands-On Support

- Support assembly, troubleshooting, testing, and product realization.
- Assemble, modify, and validate mechanical and electro-mechanical systems.
- Operate manual machine tools (mills, lathes, drill presses, and related equipment) and use hand tools, power tools, and precision measuring equipment.
- Build prototypes, fixtures, and production tooling.
- Support production builds and special manufacturing projects.
- CNC machining experience is considered an asset.
- Other tasks as required by management

Qualifications

- Bachelor's degree in engineering, Mechanical. Or a diploma in Mechanical Technology, or related field preferred.
- 3–5 years of mechanical design and manufacturing experience.
- Proficient with SolidWorks and Fusion 360, with experience producing manufacturing drawings.
- Familiar with ISO 9001 and/or AS9100 systems is an asset.
- GD&T knowledge is considered an asset.
- Strong understanding of machining, fabrication, assembly, and production.
- Experience coordinating projects, suppliers, or manufacturing activities.
- Strong mechanical aptitude with hands-on experience using hand tools, power tools, and precision measuring equipment.
- Experience operating manual machine tools is considered an asset.
- Basic electrical knowledge (PCB assemblies, low-voltage DC, AC systems) is an asset.
- Experience with ERP/MRP systems is an asset; familiarity with ProShop ERP is considered a strong asset.
- PMP certification is considered an asset.

Skills & Attributes

- Strong problem-solving and troubleshooting skills.
- Excellent organization and project management ability.
- Comfortable managing multiple priorities independently.
- Strong communication with customers, vendors, and internal teams.
- Detail-oriented with a focus on quality and execution.
- Comfortable working in office and shop-floor environments.
- Proactive, hands-on approach and willingness to support wherever needed.

**Only applicants shortlisted
will be contacted.**

Reliably commute or plan to relocate to
Victoria, BC before starting work (preferred).

Salary

\$65,000.00-\$80,000.00 per year

Job Types: Full-time, Permanent*

Requirement: Eligible for timely Canadian
Controlled Goods Program Clearance
(Example: Canadian Citizen or Permanent
Resident with 5 years of Canadian history
with no criminal record)