RESOURCE COORDINATOR

Beyond Technologies is a professional services firm, specializing in the integration of SAP solutions and the optimization of business processes. We are currently looking for a Resource Coordinator to join our rapidly growing dynamic team.

You will be responsible for tracking resource staffing on projects. You will act as the right hand of the Staffing Director to optimize processes, track resources, as well as prepare and analyze resource KPIs and skills to ensure the optimal use of their talent and time to deliver our client projects.

Your tasks:
- Daily tracking of resources staffed on projects and ensuring their timesheets are complete (40 hours)
- Compare planned vs actual billable hours and validate non-billable hours and other non-productive tasks
- Ensure CVs are recent (less than 6 months) with updates for project experiences and certifications, in English and French
- Build a skill grid and update it by tracking the skills acquired after projects and/or training
- Ensure vacations and time off appear in the staffing tool
- Document leakage and analyze its reasons
- Prepare analysis reports when required
- Update the staffing for new opportunities (SOE)
- Understand vendor and PM needs and qualify the need before communicating it to the Staffing Director
- Communicate weekly or short-term resource availabilities to PMs and vendors

You have:
- Minimum 3 years of experience as a PCO or in resource staffing or coordination
- Exceptional interpersonal skills, as well as written and verbal communication capabilities, both in French and English
- Excellent analytical and problem-solving abilities

You are:
- Authentic
- Diplomat
- Collaborative
- Creative, with innovative ideas
- Motivated and driven
- Autonomous

At Beyond, we want our employees to be happy and healthy both on and off the job. Everything we do and offer to our employees is based on our philosophy that investing in our people is good for all of us!
Beyond is dedicated and committed to promoting a diversified and inclusive work environment for everyone. Beyond Technologies is an equal opportunity employer and we believe in fostering an environment where everyone regardless of gender, race, ethnicity, sexual orientation, disability, age, or all other identities feels respected, protected and celebrated.