|  |  |
| --- | --- |
| **Position Title**: | Project Coordinator |
| **Pay Rate**: | $XX per hour (Non-exempt) |
| **Reports to:** | Project Center Manager |
| **Position Summary**: | |
| The Project Coordinator is responsible for all stages of customer projects from proposal and requirements definition to project planning and implementation through completion. A major part of this position is to provide a proactive interface between external and internal customers and the project team to ensure effective definition of and delivery of business applications. This position has no direct supervisory duties, though management of projects includes directing project related activities of the project team members. | |
| **Key Duties/Responsibilities:** | |
| Tasks/ Responsibilities including but not limited to:   * As the point of contact on assigned projects, performs a variety of highly skilled duties such as: assembling, coordinating and managing multidisciplinary technical review teams. * Initiates new product/project development per sales/customer’s request * Create product specification sheet in the system * Work with internal team to conduct project cost calculation and assist Sales with quotation proposals * Facilitates and troubleshoots the myriad of problems associated with coordinating and development, and design projects. * Provides highly skilled technical and management advice and assistance to department management * Responds to inquiries about projects. * Chairs various project review and pre-submittal meetings. * Assists in developing departmental plans, goals, objectives, policies and procedures. * Performs project design for customer projects. * Coordinates schedules of staff and other interested parties | |
| **Skills and Abilities:** | |
| * Communication Proficiency. * Problem Solving/Analysis * Client/Customer Focus. * Communication Proficiency. * Technical Capacity. * Collaboration. * Presentation Skills. * Project Management. * Time Management. * Organizational Skills. * Leadership Skills. | |
| **Education and Experience** | |
| * Bachelor’s degree in business or project management. * Minimum of 3 years in a business analyst/project management role in a manufacturing environment. | |
| **Working Conditions/Job Environment** | |
| Most work will be indoors with limited exposure to outside elements. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. There will be time spent on the Production floor and in the Warehouse tracking projects and components, so appropriate dress and safety requirements must be adhered to at all times. This position requires consistent and positive interaction with internal staff and customers.  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. This environment is a standard manufacturing and warehouse environment. While performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and some chemicals. | |

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice