

POSITION: Project Coordinator**SUMMARY:**

Under direct supervision, the Project Coordinator is responsible for administering and organizing all project activities in cooperation with and under the direction of Sales, General Manager, and CEO, aiming at flawless execution of the projects.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Act as the primary point of contact for customers to translate requirements and timelines for approved projects.
- Collaborate with vendors to acquire component specifications and pricing, while working closely with Quality and Production teams to ensure requirements are met
- Coordinate activities and resources with procurement, production and development teams.
- Works closely with Accounting, Production, R&D and Purchasing departments
- Maintain current client and pricing files
- Liaison with clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves and adjusting/communicating timeline projections
- Enter production orders and coordinate with the Production team
- Report and escalate to management as needed
- Works closely with the CEO, Sales and General Manager
- Technically proficient using current project management tools to track project status and identify tasks
- Establish, implement and maintain process improvement practices and standards
- Assist as needed with ensuring project documents are complete, current and stored appropriately
- Communicate with Production about scheduling needs and task related documents
- Assists with best-practice organizational development, process improvement or project management process
- Motivating the team to meet its estimates and driving decision making to remove obstacles that would otherwise prevent the team from attaining the project objective
- Assist with the coordination of projects with R&D Lab to track, maintain and submit price quotes to clients
- Familiarity with shipping policies and procedures
- Perform miscellaneous job duties assigned by management

EDUCATION:

- Minimum of an Associate's degree

EXPERIENCE:

- 3 to 5 years of experience working as a Project Coordinator

Skills & Knowledge:

- Effective knowledge of computer applications, such as Microsoft Word, Excel, Outlook.
- Ability to type 65 wpm or greater.
- Must have a customer-centric, energetic "can do" attitude and be willing to take initiative to solve problems and discover solutions without prompting from management staff, as "do-it-yourself" type person.
- Good attendance and punctuality

- Excellent communication skills in writing and verbal with proven ability to have difficult conversations in a professional manner to guide employees, customers and vendors to accomplish objectives and maintain client satisfaction while balance resources, scope and time.
- Technical writing and product development process experience preferred
- Strong organizational and time-management skills
- Ability to prioritize with different projects
- Excellent interpersonal skills
- Dependable and works well under pressure
- Ability to understand and carry out oral and written instructions and works quickly and methodically
- Uses good judgment
- Ability to work with others, a team player