

Job Title:	PROJECT COORDINATOR	Original Date: Revised Date: Approved By:	October 2017
Department:	Engineering	Reports to:	Senior Project Manager
FLSA Status:	Exempt		

BASIC PURPOSE

Project Coordinator is responsible for the organization and coordination of resources and documentation for the Engineering and Operations Department. Specific areas of responsibility include the execution and management of the procurement process, creation and management of project schedules and work plans, and general administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are the essential functions of the position. The list is not exhaustive, and may be supplemented as necessary.

- Responsible for the setup and maintenance of all projects and Product Orders in the Sage accounting system, including budget setup, cost tracking & bill of materials, purchase orders, and close-out.
- Maintain project folders and supporting documentation on all project throughout project lifecycle.
- Provide reporting and ongoing analysis on project cost and schedule/timing.
- Create, coordinate, and manage the transmittal process between Mazzei and external clients and vendors.
- Coordinate invoice review and processing.
- Create, update, and revise project schedules using MS Project.
- Work with accounting department to evaluate and monitor inventory levels of Mazzei's stainless steel proprietary finished goods inventory.
- Create, update, and revise project and staff weekly work plans and tasks lists.
- Interact with intra-department and external-department personnel to coordinate project information, tasks, schedules, and deadlines.
- Daily contact with Director of Operations and Engineering, Senior Project Manager, and Application Engineer to identify needs and prioritization of tasks.
- Assist in maintaining stock product engineering documents including: submittal/sales drawings, product cut/data sheets, and Installation, Operation & Maintenance Manuals.
- Assist in developing Standard Operating Procedures as needed for any new product.

JOB SPECIFICATIONS

The following are the knowledge, skills and/or abilities preferred or required to perform this job.

EDUCATION and/or EXPERIENCE:

- Minimum of 1-2 years of practical experience in project administration, accounting, or engineering/construction administrative support.
- Prefer 2-3 years' experience as a project coordinator, project manager, office manager, or an Associates degree in Construction Management, Business, or related technical field.

SPECIALIZED KNOWLEDGE AND SKILLS:

- Proficiency in MS Excel and MS Word, with some knowledge of Sage or similar ERP system.
- Knowledge of product costing or accounting software.
- Experience with MS Project.
- Ability to multi-task and prioritize.
- Effective oral and written communication skills as required for the position, which includes frequent interaction with clients, vendors, and other Mazzei staff via email and phone
- Works independently subject to general management direction.

EQUIPMENT & APPLICATIONS /WORKING CONDITIONS & PHYSICAL DEMANDS: Reasonable accommodations are possible to enable people with disabilities to perform the essential responsibilities.

- Requires use of PC.
- General office environment.
- High levels of stress often occur.
- Physical demands include those required in a general office environment and warehouse (use of PC's, sitting, stooping/kneeling, use of basic tools, reaching, handling, speaking, hearing and seeing).