

Job Title:	PROJECT COORDINATOR I	Original Date: Revised Date: Approved By:	October 2017 September 2022
Department:	Engineering and Operations Department	Reports to:	Project Manager
FLSA Status:	Non-Exempt		

BASIC PURPOSE

Project Coordinator is responsible for the organization and coordination of resources and documentation for the Project Management team. Specific areas of responsibility include the procurement process, management of project schedules and work plans, and general administrative support. In addition, the Project Coordinator may assist with tasks for the entire Operations and Engineering groups.

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 cost tracking & bill of materials, purchase orders, and project close-out;
- Maintain, monitor, and provide reporting on project plans, project schedules, budgets and expenditures;
- Setup templates for Project Submittals, Project Databook, and IOM Manuals;
- Daily contact with Project Manager and Fabrication Supervisor, to identify needs and prioritization of tasks;
- Update and Maintain Critical Task List;
- Effectively manage multiple tasks and projects, and coordinate with accounting and sales department personnel regarding project tasks, deadlines and logistics;
- Manage the document transmittal process between Mazzei and external clients or vendors;
- Track shipment of material and equipment to vendors and final shipment to clients;
- Coordinate vendor and fabricator invoice review and approval;
- Assist in maintaining project and stock product engineering documents including: submittal/sales drawings, product cut/data sheets, and Installation, Operation & Maintenance Manuals;
- Document management, including saving, filing, and using all purchasing documentation to create datebooks and quality assurance manuals.
- Coordinate task management for engineering and operations departments

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 Associate's degree in Construction Management, Business, or related technical field.

SPECIALIZED KNOWLEDGE AND SKILLS:

- Proficiency in MS Excel and MS Word.
- Knowledge of product costing and production/inventory accounting software (e.g., Sage).
- Experience with task management software (e.g., Monday.com, and MS Project).
- Extremely organized and 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).

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