

JOB TITLE: Project Coordinator

Project Coordinator

Location: Plano, TX

FLSA: Exempt

Reports To: Director of Program Management

SUMMARY:

The Project Coordinator is responsible for coordinating project activities and documentation under the guidance of the Program Manager. Responsibilities also include assistance in coordinating various tasks dealing with project deliverables and the resolution of issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with planning a project working under the direction of a Program Manager.
- Assists with required project documentation, including Project changes (ECO's and PCN), BOM creation and updates, PNR resolution, other docs as required.
- Assists Program Manager to ensure all commitments are met per project goals/objectives.
- Assists with:
 - Reports on progress.
 - Change activities.
 - Closure activities of project through customer's final acceptance (first Article Action Items)
 - Final project status and communication
- Possess basic understanding of project methods and processes.
- Campus responsibility for in-house label design
- Manage Sustained Account projects based on roadmap platforms.
- Learn about the company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

Key Relationships and Purpose:

A. Internal coordination:

- Assists with final project status and communication.
- Account team - quotes, pricing, approvals for ordering in advance, assistance with miscellaneous equipment requirements.
- Order Services - Request requisitions for service PO's,
- Finance - Purchase approvals
- Materials Management - Follow up on material delivery of new product materials.

- Configuration Management – Assist in generation new product specs.
 - Project Management Team
- B. External:
- Assistance with urgent project requirements and deliverables.

COMPETENCY QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an employee does not meet the level of competency required in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position-specific; internal or external certifications required)

- High School Diploma or equivalency required.
- AS degree in engineering or related field and/or 3 years experience in project coordination for engineering and/or manufacturing operations.
- Working knowledge of Microsoft Office tools required
- Working knowledge of Oracle Agile PLM tool highly desirable
- Ability to learn new software productivity tools highly desirable
- Ability to convert verbal requirements into working solutions
- Ability to manage multiple tasks and assignments simultaneously
- The ability to apply principles of logic to a wide range of intellectual and practical problems.
- Strong problem-solving skills and a proven analytic ability
- Excellent organizational, interpersonal, and communication (writing and presentation) skills
- Keen attention to detail and the ability to work with minimal supervision.
- The ability to work well in a high-paced, deadline-oriented team environment.
- The ability to support a variety of ad hoc requirements in addition to primary responsibilities.
- Experience in an engineering and/or manufacturing environment (preferred)
- Travel may be required as needed. Less than 10%.
- Ability to follow all applicable Business Management System (BMS) processes.

Management Competencies:

(Management experience required)

- None

Core Competencies:

(Other core requirements including communication, presentation, language, math, and reasoning skills)

- Ability to read, write and speak English
- Ability to compose reports and correspondence
- Excellent verbal and written communication skills
- Knowledge of basic addition, subtraction, division, and multiplication of numbers is required.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Know and follow established company core values.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 50 pounds
- Lifting Limitation: 50 pounds

WORK ENVIRONMENT:

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 functions.

- The noise level in the work environment is usually moderate.