

Job ID:	309DJ
Job Title:	Project Coordinator
Degree Requirements:	Bachelor degree in engineering, technical, or business field
Years of Experience:	2
Type of Position:	Direct Hire
Location:	SW Ohio
Salary Range:	Based On Experience & Expertise
Travel Required:	25%

We are actively searching for a Project Coordinator for a company located in SW Ohio. The role of the Project Coordinator is to assist the Project Managers and Project Engineers to ensure the availability of project information, materials, equipment, financial data and support in meeting production and administrative demands. This is an entry-level position to lead to a Project Manager opportunity. This position has varying travel requirements consistent with job location, workload and maximizing utilization. Travel demands can range up to 25%.

MUST HAVE REQUIREMENTS for this position are:

- * Bachelor's degree in engineering, technical, or business field
- * A minimum of 2 years related experience preferred but will train candidate who shows an aptitude for an abbreviated learning curve
- * Must have well-developed organizational skills and strong interpersonal skills in interacting with management, technical support staff, suppliers, and customers
- * Ability to carry out instructions furnished in written or oral form; deal with problems involving several concrete variables
- * Must have good mathematical skills
- * Ability to read company manuals and reports, workplace rules and procedures; speak with poise and confidence, using correct English.
- * Will be required to get "hands dirty" in substation and power plant / manufacturing environments.

PLUSSES in this position are:

Licensures and Certifications: PMI Certification

The **RESPONSIBILITIES** of this position include, but are not limited to:

- * Create, coordinate and maintain all project administration records for in house and onsite activities using company software system and documentation folders to maintain completeness of information from order entry to invoice.
- * Actively communicates with other departments to assure activities are properly coordinated.
- * Receives engineering status reports and updates administration for follow up, prepares weekly production reports, attends production meetings, and works with sales team to create sales edit slip / special job functions or order details.
- * Responsible for developing, issuing, and maintaining all job submittals, RFI's, and Change
- * Orders with the customer according to contract requirements.

- * Process daily, weekly, and monthly reporting to ensure all schedules run smoothly, all jobs are completed as projected, and all costing is in adherence to budget.
- * Ensure company compliance with all contract requirements
- * To process requisitions for material orders to identified suppliers with the capabilities to meet material and equipment needs for shop and field activities.
- * Proactively follows up and resolves issues regarding material and equipment availability and delivery times.
- * Open and maintains projects in ERP system according to invoicing schedules.
- * Prepare project pay applications for approval and submit to finance for processing
- * Establish and maintain master project schedules in Primavera P6 format, or equivalent, documenting engineering resources required for projects in all divisions, as well as exercising schedule management skills including WBS development, logic, accuracy, and updates.
- * Document bill of materials with project engineers per project specification requirements and evaluate supplier / vendor quotations and material lists to ensure specification compliance.
- * Analyze and evaluate project contracts and specifications to determine key milestones, job specific requirements and safety requirements.
- * Eliminate wasteful practices and implementing appropriate control measures. Compiles and maintains inventory records of quantity, type, and value of material, equipment or supplies in stock.
- * Ensure job requires are properly communicated with co-workers and customers.
- * Communicates regularly with Project Manager regarding project or job needs, objectives, issues and customer request.
- * Be active in safety audits

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at [Resumes AT PinnaclePlacementGroup.com](http://ResumesATPinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS

Primavera P6, bsme, bsee, bsce, bachelor science mechanical engineer, bachelor science electrical engineer, bachelor science civil engineer, ERP system, enterprise resource planning system, RFI, request for information, BOM, bill of materials, electrical substation, secondary voltage, transmission voltage, Project Management Institute, PMI, switch gear, circuit breaker, AEP, parson, black and veatch, black and mcdonald, southern company, Georgia power, dte energy, shaw group, CB&I