

Project Coordinator

Job Summary:

The Project Coordinator is responsible for the coordination of activities required to ensure each project scope and schedule is maintained. The Project Coordinator will assist the project manager and function as the liaison between project management and production to facilitate the project execution and completion.

Essential Job Responsibilities:

- Serve as the production focal point for each project assigned.
- Assist the PM in managing project relationships (Internal and External) to ensure that VEO meets or exceeds customer's expectations.
- Ensure all documentation is completed, warranty letters are completed and assists document control in the gathering of the O&M manuals.
- Coordinate shipping for each project assigned.
- Assist with customer interface and customer satisfaction.
- Keep the PM updated on any issues regarding project schedules.
- Monitor's shipping/delivery.
- Ensures effective project communications.
- Assist with the resolution of back charges on a prompt basis.
- Process budget variance requests.
- Coordinate with VEO Field Services team.
- Monitor start-up and testing.
- Assist the PM on project invoicing.

Education and Experience:

- B.S. in Mechanical Engineering, Mechanical Engineering Technology, or in pursuit of degree preferred.
- 3-5 years of project tracking experience in a manufacturing environment.
- Excellent interpersonal skills with ability to represent the company before customers.