

## **PROJECT COORDINATOR**



**DEPARTMENT: Project Engineering**

**REPORTING TO: Project Engineering Manager**

### **DESCRIPTION**

S&H Systems is a single-source, full-service systems integration company – delivering dependable material handling systems, software, and post-sale support since 2002. The project engineering department is responsible the design and installation of S&H integrated systems into our various client-site locations managing complex projects from start to finish.

We are seeking qualified candidates to coordinate and support the project team with pre-construction and current installation activities. This role requires strong written and verbal skills to help execute projects from beginning to end. This role will coordinate the strategic planning process and monitors progress toward achieving project goals.

This individual should have the ability to anticipate workload and resources needs for successful projects and have exceptional communication skills to keep projects on track. This person will have a strong desire and ability to develop and implement tools to drive team efficiencies and productivity. Responsibilities Include:

- Be able to navigate somewhat ambiguous situations, identify and solve for blockers, and know when to escalate projects to keep things moving forward
- Create, streamline, and maintain internal processes to improve efficiency
- Write requisitions for all project materials
- Help with the expediting of signed contracts and change orders
- Develops and generates various operational and statistical reports
- Review order acknowledgments for all project requirements
- Keep detailed project notes and records
- Create detailed project schedules
- Track and manage incoming paperwork
- Keep all members of the team up to date with current information and paperwork
- Help Coordinate closeout documents at the end of a project for each of our projects and clients (As-Builts, Operation and Maintenance Manuals, Testing and Reports, Warranty Letters, Startup Sheets, Commissioning Reports)

### **BASIC QUALIFICATIONS**

- Bachelor's Degree
- 2+ years of experience in project coordination
- Advanced Computer skills

- Familiarity with rules, regulations, best practices, and performance standards
- Time management and organization skills

#### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree
- 4 + year experience in coordinating projects in an industrial setting
- 2+ years of experience in contract administration within a construction environment
- Excellent analytical skills and problem-solving abilities
- Proficient in project management systems and tools
- Ability to thrive in a dynamic, fast-paced environment
- Strong organizational skills with ability to multi-task and meet tight timelines
- Exceptional attention to detail and proven ability to manage multiple, competing priorities simultaneously