

Project Coordinator

Job Title:	Project Coordinator	Position Type	Full Time
Location:	San Diego County	Travel Required:	10%
Resumes Accepted By:			
Fax or E-mail: (760) 741-7269 or careers@automationgt.com Please include [Project Coordinator] in the subject line.			
About Automation GT			

Automation GT is currently looking for a Project Coordinator to join our team who will be responsible for planning, directing and coordinating activities on multiple engineering projects, while ensuring that project goals are accomplished within the approved time frame, funding parameters and achieve high customer satisfaction.

Founded in 2002 in Southern California, Automation GT is an innovative company focused on the design and construction of custom automated machinery and systems. We employ professionals with a range of skills and qualifications, which allows us to approach every aspect of machine design, engineering, assembly, customer service, marketing, and sales on an in-house basis.

While at Automation GT, you will be able to put your skills towards the creation of machines that have real positive impact on the lives of many people. We have done extensive work in the design and manufacture of automation machinery for the biotechnology, life science, pharmaceutical, and medical device industries. However, we do not limit ourselves to any particular project type, and are interested in all applications of advanced automation technology.

At Automation GT, we hold three core values as the heart of our company culture:

- We are committed to making decisions based on data and the scientific method.
- We are committed to prioritizing customer satisfaction in all that we do, which often involves thinking ahead and anticipating what they will need.
- We are committed to ensuring the job satisfaction of our employees and will work with you to ensure that you are finding plenty of opportunities to grow and find fulfillment.

We offer staff members a compelling package, which includes competitive base pay, superior benefits, an outstanding work environment, and opportunities for career development. Through these comprehensive offerings, every individual has the chance to achieve significant growth, both financially and professionally.

Job Description

Responsibilities/Duties:

Project Finance

- Sends Purchase Order Acknowledgements
- Weekly Job Costing Reports (financial tracking) of all aspects for each project
- Monitoring each project's budget and spend (actual and estimated future spend)
- Time & Material "T&M"
 - Collection and review of project timesheets (Full Time Employees & Consultants)
 - Monthly Cost Reports (all aspects of T&M jobs) create, get management approval and send to customer

Project Documentation

- Update/maintain the Job Workflow tasks list (throughout the lifecycle of the project)
- Maintain project documentation (hard and soft copy)
- Maintain Project Weekly Status Dashboards for management review
 - Document/track accomplishments, next steps, risks/issues, timeline, and budget
- Preparation of bi-weekly status updates to customers via email
- Maintain job project folders on network
- Documents Meeting Minutes
- Project Change Notifications

Project Tracking

- Track each milestone of a project
- Resource capacity reporting
- Document and track job progress
- Communicate relevant information to all team members, such as change in schedule dates
- Making schedules of what needs to be completed by what date, as well as of team meetings
- Coordinating and documenting "Lessons Learned" upon project closeout
- Ensuring all project tasks completed for project closeout

General

- Communicate regularly with management
- Maintain a safe and secure working environment
- Ensures security and confidentiality of data
- Adheres to office policies and procedures
- Other ad-hoc duties as requested
- Identify and implement new processes/procedures

Skills/Qualifications:

- 2-4 years of experience (managing multiple projects simultaneously)
- Proven ability to meet deadlines
- Be able to assist in working with a team of engineers performing technical tasks
- Must have good time and prioritization management, multitasking and priority management skills to be able to ensure that tasks get completed on time
- Strong meeting facilitation, presentation and problem solving skills
- Good understanding of finance
- Proficient in Microsoft Project (especially advanced in resource planning)
- Proficient in MS Office Suite (e.g. Excel, Word, PowerPoint, and Outlook)
- Great written and verbal communication skills; effective communication skills
- Must be a self-starter, team player, work well with others and have a positive attitude
- Excellent organization skills
- Attention to detail and high level of accuracy
- Fast learner
- Results driven
- Adapts to change positively and quickly
- Works well in a fast paced environment
- Exhibits core Values, exceptional work ethic and continuous self-improvement
- Great customer service and work ethic
- Experience with ERP a plus
- Experience with SharePoint a plus