

## **Kinetic Machine Development, LLC.**

### **Project Coordinator**

Reports To: Director of Total System Solutions

**Summary:** Plans and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters; coordinates activities involved with procuring goods and services such as raw materials, equipment, tools, fabricated parts, components and supplies for organization by performing the following duties personally or through other staff. Plans and coordinates activities concerned with customer support, installing equipment, assists with investigating and resolving customer reports of technical problems with equipment. Assists in the generation of system quotes and proposals.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

#### **Technical Support:**

Reads work-orders, follows production drawings and sample assemblies, or receives verbal instructions to lead and/or support the mechanical and electrical assembly of new machinery designs.

Under the direction of engineering or management staff coordinates the activities of both mechanical and electrical contract assemblers required to properly staff the project.

Works with design Engineers to test functional performance of systems, subassemblies, and parts under specified operational conditions.

Prepares completed machine assemblies for shipment to customer site and determines best method of transport.

Travels to customer sites to assist with re-assembly, installing and troubleshooting of new KMD machine assemblies.

#### **Project Management:**

Reviews project proposal or plans with lead engineers and management to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.

Helps establish work plans and staffing for each phase of project, and assists in the recruitment or assignment of project personnel, as well as establishing the scope of authority.

Coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.

Reviews status reports prepared by project personnel and modifies schedules or plans as required.

Prepares project reports for management, client, or others.

#### **Purchasing:**

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Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Estimates values according to knowledge of market price.

Determines method of procurement such as direct purchase or bid.

Prepares purchase orders and R.F.Q. (Request for quote).

Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.

Serves as liaison with subcontract manufacturers to resolve problems and part shortages.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories for bonded stock.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

Makes arrangements to return rejected material to the supplier.

Expedites delivery of goods to users as required.

## Sales Support:

Provides customer support and processes orders.

Routes orders to departments for filling and delivery by specified dates.

Informs customer of prices, shipping date, anticipated delays, and any additional information needed by customer.

Assists the Director or Sales in the generation of system quotes and proposals.

Records or files copy of orders received.

Confers with designers, production and shipping personnel to expedite or trace missing or delayed shipments.

Receives and checks customer complaints.

Attempts to sell additional merchandise to customer.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Job Knowledge** – Competent in required job skills and knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively.

**Commitment to Quality** - Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Effective Communication** - Expresses ideas and thoughts verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to doing the best job possible; Completes tasks on time or notifies appropriate person with an alternate plan.

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**Cooperation** - Establishes and maintains effective relations; Exhibits tact and consideration; Displays positive outlook and pleasant manner; Offers assistance and support to co-workers; Works cooperatively in group situations; Works actively to resolve conflicts.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Accepts criticism and feedback; Changes approach or method to best fit the situation.

**Planning/Organization** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Integrates changes smoothly; Sets goals and objectives; Works in an organized manner.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts

success of team above own interests.

Analytical Skills -Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Identifies data relationships and dependencies; Designs workflows and procedures.

Organization Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Conflict Resolution - Encourages open communications; Confronts difficult situations; Maintains objectivity; Keeps emotions under control; Uses negotiation skills to resolve conflicts.

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.

#### Education/Experience:

Associate's degree (A. A.) and 5 years related experience and/or training; or equivalent combination of education and experience. 3 years of experience with electrical and mechanical assembly; and purchasing electrical and mechanical components.

#### Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office applications; Microsoft Project; Internet software and manufacturing software (SyteLine experience a plus).

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#### Certificates, Licenses, Registrations

Current driver's license, Valid US Passport

#### Other Skills and Abilities

Ability to read electrical schematics and machine drawings

High level of mechanical and electrical aptitude

Good communication skills

#### Other Qualifications

Willing to travel as required with short notice

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 and talk or hear. The employee is frequently required to sit; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand; walk; climb or balance and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to heat and vibration when working at customer sites or conducting machinery testing on company premises. The noise level in the work environment is usually moderate.

HOW TO APPLY: Submit cover letter and resume by email: [jstocker@ormec.com](mailto:jstocker@ormec.com)