

## **ASPECT AUTOMATION Position Description**

**Position Title:** Project Coordinator  
**Department:** Project Management  
**Reports To:** Director of Project Management

### **Job Summary**

Provide administrative support for the Project Management department, primarily focused on project documentation management, coordination and project management standards support.

### **Essential Job Duties and Responsibilities**

#### **1. Project Documentation**

- Work with the project teams to organize and maintain project documentation
  - Use existing documentation protocols to manage project documentation
  - Develop new documentation protocols to meet changing project documentation requirements
  - Deliver final project documentation packages to clients
  - Provide post-delivery support and revisions for project documentation packages
- Coordinate and write project equipment operation and maintenance manuals

#### **2. Project Coordination**

- Organize, plan and coordinate both internal and client project meetings
  - Coordinate conferences/meetings as needed using technical tools such as WebEx, audio and video conferencing
  - Arrange for travel and/or living accommodations as required
- Maintain project calendars
- Assume responsibility for various essential project activities such as product inventories and others as requested.
- Support project managers with the execution of all project management deliverables:
  - Cost tracking
  - Status reporting
  - Financial invoice processing
  - Project Plan monitoring
  - Updating action/issue logs

- Reports on program statistics and metrics.
- Risk and issue management in the PM department.
- Work as part of a team to deliver solutions to the clients.
- Provide data collection to aid in report development

### **3. Project Management Standards Support**

- Assist Manager, Project Management to administer company's project management standards and best practices.
  - Document management
  - Maintain Project Management standards
  - Business and Tech requirement gathering and documentation
  - Managing project deliverables as a part of the larger project work efforts.
- Maintain and seek opportunities to improve the project management system including:
  - Policies and procedures
  - Standards
  - Project metrics
  - Project templates
  - Etc.

### **4. Other Duties as Assigned**

#### **Essential Qualifications**

- A minimum of five years of relevant administrative experience
- Proficient PC skills in a Windows environment
- Demonstrated ability to use software to scan, manipulate and enhance image files
- Demonstrated effective writing skills
- Interacts professionally and effectively with internal and external project stakeholders.
- Demonstrated effective interpersonal and communication skills
- Organizational skills and attention to detail
- Strong written communications skills.
- Must be highly motivated, possess excellent organizational skills and maintain attention to detail.
- Familiarity with MS office applications including MS Excel, Project and PowerPoint.
- Knowledge of maintaining project plans, issues logs, document registers, budgets and other project administration.
- Strong presentation skills and IT savvy
- Ability to learn quickly and be able to learn various computer software programs within a short timeframe.

### **Desirable Qualifications**

- Experience in a technical or engineering environment
- Previous technical writing and editing experience
- Certification in Project Management

### **ADA Requirements**

- Typically sits, grasps items and performs keyboarding for frequent operation of a computer
- Stand, walk, bend, reach or otherwise move about occasionally
- Lift, move or otherwise transfer items up to 30 lbs. occasionally
- Occasional exposure to typical machine shop physical hazards
- Travel by air or car occasionally