

ASPECT AUTOMATION Position Description

Position Title: Project Coordinator
Department: Project Management
Reports to: Manager, Project Management Group

Primary Objective of Position

Provides administrative support for the Project Management department.

Essential Job Duties and Responsibilities

- Support Project Managers with the execution of project deliverables as needed
- Open new projects into ERP system
- Review and enter aftermarket parts sales orders
- Coordinate travel arrangements
- Assist in coordinating production jobs
- Input Engineering production jobs into ERP system
- Coordinate equipment shipments
- Promote continuous improvement activities in the department
- Assist other teams as needed

Essential Requirements

- One-two years' experience coordinating projects
- Strong verbal and written communication skills
- Working knowledge of Microsoft Office
- Strong work ethic
- Time management skills
- High level of personal integrity

Desired Requirements

- Project Management Professional (PMP) certification
- Knowledge of SolidWorks
- Knowledge of Smartsheet
- Knowledge of machining and manufacturing processes