

Project Coordinator/Assistant Project Manager Duties & Responsibilities

Experience:

3 - 5 years in Management of customer/vendor relations in A/V or related hi-tech industries

Job Skills:

Command of Microsoft Project or related scheduling software tools
Computer Literate, including fundamental knowledge of MS Office 2000/2003 Software
Can implement effective planning, scheduling, and management of materials and labor resources using (preferably) CPM (Critical Path Method) and PERT (Performance Evaluation Reporting Technique)
Capable of vendor sourcing and small parts procurement
Type 60 words per minute
Knowledge of word processors and spread sheets
Ability to decipher architectural and engineering drawings
Fundamental understanding of electronics
Ability to read and draw schematics

Personal Skills:

Communicate effectively in both written and verbal manner to management and subordinates alike
Communicate effectively to all related trades as well as to the customer
Manage and execute projects effectively through allocated resources

Education:

Bachelor's Degree: Business Management and/or Liberal Arts

Career Path:

Management path possibilities:

The Project Coordinator should be able to advance to Project Manager.

Depending on the person's sales skills, this person can move into sales by demonstrating their abilities to bid effectively on projects and/or convincing customers to purchase more products and/or services.

Responsibilities:

- Handle incoming customer calls regarding service needs and work with project managers to dispatch appropriate service technicians
- Schedule customer preventative maintenance calls and work with freelance technicians, when necessary, to fill these requests
- Coordinate with engineering/design/CAD to deliver custom design specification(s) to appropriate manufacturers and/or customers, to accompany product ordering and/or post-production modification by third party vendors
- Ordering or arranging third party equipment/people resources for UTS use including truck rentals, customer-supplied equipment, temporary laborers, etc.
- Interface with customers to provide project updates and track project-related changes in internal project folders (hard copy & server-based files)
- Release for Procurement via merchandise report that which PM has designated
- Procurement Expediting
 - Receive and record all order confirmations
 - Field all purchasing questions
 - Responsible for all corrections/changes/additions/subtractions; informs PM and accounting
 - Follow-up for shipment status (expediting)
 - Tracking shipments

- Documentation for all inventory adjustments (adds/subtractions/deletes/loans, etc.) received from PM and technicians
- Designation of "Hold Area" in shop
- Weekly "Merchandise Report" for posting in the assigned hold area
- Updating MS Project Schedule
- Return Merchandise
 - Obtain documentation from technicians/PM on return merchandise, obtain necessary billing info (PO#, Inv. #) and complete form
 - Obtain return authorization number
 - Ship return merchandise
 - Follow-up on credit, replacement, etc.
 - Advise accounting department of what's expected (credit, replacement, etc.) and provide backup documentation
- Coordination with technicians in verifying that all equipment documentation (user manuals, warranty/registration cards) is being retained for project manuals (to be compiled by others) and that serial numbers are being documented