

Project Coordinator

JOB DESCRIPTION

Essential Functions

- Coordinate project teams and facilitate the communication and interaction among the functional representatives.
- Track project against its schedule, budget and phase review objectives, reporting status to executive staff.
- Develop and implement recovery plans for off-schedule and unanticipated eventualities.
- Coordinate with customers to provide necessary project status and obtain customer feedback.
- Ensure compliance with customer and government regulatory requirements.
- Oversee and/or coordinate the collection, compilation, and analysis of project activity data; develop, write, and present comprehensive statistical and narrative project reports.
- Assist in producing advertising and marketing information for products under development.
- Assist in developing teaching materials, handouts, news releases, pamphlets, and brochures.
- Assist in establishing and implementing short and long-range goals, objectives, policies, and operating procedures.
- Develop, or assist with the development and implementation of procedures consistent with those of the organization to ensure efficient operation of the project/project.
- Providing email and telephone support for customers, direct sales staff and manufacturer's representatives, and for coordination and communication with FZI internal staff, and to provide coordinated Sales Administrator coverage to ensure telephone and email coverage during all normal working hours;
- Supporting product sales, product technical sales (on a limited basis), product availability and pricing, business and general inquiries, obtaining the necessary information from the customer and when required, technical, manufacturing, or business information from the appropriate FZI staff, or re-directing the inquires to the appropriate staff when necessary, and ensuring a response is provided to the inquirer on a timely basis;
- Preparing quotes for new sales opportunities.
- Update and maintain quote log, and run reports on quote activity, time to quote, products quoted and other statistics in support of weekly staff meeting;
- Entering sales orders for new purchase orders and contracts received as required and on a timely basis, to include processing through our ERP system and coordinating with necessary FZI staff, and for retrieving orders and contracts from online sites as required (e.g., from EXOSTAR online order management system for Raytheon, Boeing, and LMCO, from the DIBBS site for the Defense Logistics Agency, etc.);

The applicant **MUST** have the following qualifications:

- Project planning and implementation skills.
- Ability to provide coordination and management of development and/or implementation projects.
- Skill in organizing resources and establishing priorities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of personalities in a diverse community.
- Ability to foster a cooperative work environment.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of contracts preparation and management.
- Knowledge of management principles and practices.
- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.
- Demonstrated ability to:
 - Support sales staff, including manufacturer's representatives and international distributors;
 - Prepare quotations and assist in the preparation of formal proposals;
 - Work closely with Customers and assist in the preparation of Return Material Authorizations (RMA);
 - Track sales orders through the Manufacturing process
- Skill in the use of computers, preferably in a PC Windows-based operating environment.
- Detailed functional knowledge of Microsoft Office suite 2007 or later (Word, Excel, PowerPoint, Outlook, and Project).
- 4 year degree in relevant field and 5 – 10 years cumulative experience.
- Excellent English skills verbal and written.
- Ability to work with minimal supervision.
- U.S. citizenship is mandatory.

Preferences

- Detailed functional knowledge of government terms and conditions of contract (e.g. Federal Acquisition Regulation (FAR), Department of Defense FAR supplement (DFARS)).
- Detailed functional knowledge of export regulations, including International Traffic in Arms Regulations (ITAR) and Directorate of Defense Trade Controls (DDTC) export licensing and registration.
- Working knowledge of Infor's Visual Enterprise modules (Engineering/Manufacturing, Inventory, Sales, and Customer Relationship Management (CRM)).

Work Environment

This job operates in a professional office environment, but in a manufacturing company. This role uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets and fax machines.

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 sit for long periods of time, use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms, talk or hear. The employee is occasionally required to stand, bend, reach, and walk. The position requires some light physical effort. This would require the ability to lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds. Specific vision abilities are required by this job which includes close vision, distance vision, color vision, and ability to adjust focus.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Position Type/Expected Hours of Work

This is a full-time position with a minimum of 40 hours per week.

Travel

Some out of the area and overnight travel may be expected.

Other Duties

Perform other miscellaneous job-related duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.