

Job Title: Project Coordinator
Department: Program Management
Reports To: Vice-President of Operations
FLSA Status: Exempt
Effective Date: July 31, 2017

Position Overview:

EnerDel designs, builds and manufactures lithium-ion energy storage solutions and battery systems with a focus on heavy duty transportation, on- and off-grid electrical, mass transit and task-oriented applications. The Project Coordinator will serve as a central point of communication with cross-functional teams including providing timely communication, and coordination assigned deliverables.

Essential Job Functions

- Act as the point of contact and communicate project status adequately to all participants
- Collaborate and communicate on project implementation and regular updates with management
- Collect, review, and publish project status documentation, metrics, plans, and reports with regard to resources that influence project performance and completion
- Coordinate activities, resources, equipment, and information and bring to the attention of management any coordination issues
- Create and work efficiently with programs based in intermediate/advanced Microsoft Word and Excel.
- Drive, lead, and influence teams in terms of project process and outcomes
- Ensure goals are met timely as the project evolves
- Ensure timelines with communications and appropriate engagement with internal and external customers
- Liaison between project team and management to identify and define project requirements, scope and objectives
- Initiate Change Controls as needed
- Manage the support and provision of project tools and equipment
- Manage the work that must be done in order to deliver an integrated solution for the assigned project
- Meet cost standards by monitoring expense and implementing cost-saving actions
- Meet work standards by following production, productivity, quality, and customer-service standards, resolving operational problems, and identifying work process improvements
- Monitor and track progress of a project
- Responsible to keep the project and all related processes running smoothly
- Stay current and involved in collecting conditions of the project relative to resources as specified by the established goals
- Troubleshoot any issues that arise with partnership of management as needed
- Work with management to make workable plans to meet set goals, deadlines, assign tasks, and follow up on completion
- Perform other duties as assigned

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Required Knowledge, Skills, & Abilities:

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, skills, and ability required.

- Preferred:
 - Associate degree in related field
 - Experience in program coordination; development; implementation; or accredited college training in a related field.
 - Intermediate to advanced skills with the: Internet, data entry, spreadsheets, and word processing, specifically with Microsoft Word and Excel;
 - Ability to maintain records in a timely and organized fashion.
 - Ability to organize work load efficiently, meet tight timelines, problem solve effectively, and perform duties of the job accurately and with input and follow-up from management.
 - Ability to work well with a team and independently
 - Proven experience of participating in projects as project coordinator or project management assistant (whether in school or past positions held)
 - Record of success (whether in school or past positions held)
 - Strong customer service and support skills.
 - Strong English language skills (reading, speaking, listening)
 - Strong verbal and non-verbal skills.
 - Willingness to be flexible and adaptable to changing priorities

Supervisory Responsibilities: None.

Physical Requirements/Hazardous Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential work functions.

Physical Demands

- Standing
- Walking
- Sitting
- Lifting
- Carrying
- Pushing/Pulling
- Climbing
- Balancing
- Stooping
- Kneeling
- Reaching
- Handling
- Feeling
- Talking
- Eye/Hand/Foot Coordination
- Vibration
- Typing/Keyboarding

Vision/Sight/Hearing

- Vision-Far Acuity
- Vision-Near Acuity
- Vision-Depth Perception
- Vision-Peripheral
- Color Vision
- Listening/Hearing

Environmental Conditions

- Temperature Changes
- Infectious Disease
- Humid
- Noise

Physical Strength

- Sedentary Work
- Light Work
- Medium Work
- Heavy Work
- Lifting up to 10 lbs.
- Lifting up to 25 lbs.
- Lifting up to 50 lbs.
- Lifting over 50 lbs.
- Hazards
- Wet
- Hazardous Chemicals
- Blood/Body Fluids

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