



# Position Description

<b>Position Title</b>	<b>Project Coordinator</b>
<b>Division</b>	KB Systems, Inc.
<b>Department</b>	Ingredients Handling Systems
<b>Reports to</b>	Business Unit Manager – Ingredients Handling Systems
<b>Position Type</b>	Full Time / Exempt
<b>Position Summary</b>	The Ingredients Handling Systems Project Coordinator is responsible for managing the execution of projects for the group, with the objective being completion of projects on time, on cost, and on spec. A secondary responsibility is to support the proposal development efforts of the Ingredient Handling Systems group.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Coordinate and schedule resources on projects sold by the Ingredients Handling Systems group. This requires interface with the Engineering Services Manager, Design Engineers, Product Manager, as well as Inside and Outside sales resources.</li> <li>2. Communication with the client to ensure expectations are met, and also to inform the client of changes to the project deliverables, scope, or schedule.</li> <li>3. Coordinate with vendors to ensure on schedule delivery of all purchased items and services.</li> <li>4. Hold regular project update meetings to ensure effective communication of milestones and to maintain project flow and schedule.</li> <li>5. Coordinate with the Customer Service Coordinator to hand off the project installation and commissioning functions smoothly and efficiently.</li> <li>6. Assist in evaluating and diagnosing customer equipment issues.</li> <li>7. Track as-executed project margins compared to as-sold margins.</li> <li>8. Assist in the costing and pricing development of proposed systems and equipment, as well as developing proposals for presentation to customers.</li> <li>9. Perform related duties as assigned by supervisor.</li> </ol>
<b>Education / Skills / Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in an engineering discipline, preferably mechanical engineering or mechanical engineering technology. Associate's Degree in Mechanical Technology also considered.</li> <li>• 0-5 years of experience in a technical project execution environment.</li> <li>• Experience with project planning software such as Microsoft Project is a plus.</li> <li>• Computer skills including proficiency with the Microsoft Office suite.</li> <li>• Good verbal and written communication skills.</li> <li>• Ability to travel to customer sites (25%).</li> </ul>
<b>Issued by</b>	Louis S. Schwartz
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