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| |  | | --- | | Plastikon Industries | |  | | **Project Engineering Coordinator** | |

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| **Department:** Engineering | **Job Status:** Full Time |
| **FLSA Status:** Non-Exempt | **Reports To:** Engineering Manager |
| **Work Schedule:** | **Amount of Travel Required:** No travel required |
| Monday- Friday 8am – 5pm | **Positions Supervised:** |
|  | None |

**POSITION SUMMARY**

Administrative and tactical support in Engineering special projects and existing engineering programs.

**ESSENTIAL FUNCTIONS**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)**

* Support quality and delivery of customer prototypes.
* Assemble orders; ensuring all necessary parts, paperwork, and shipping instructions are as requested
* Responsible for all job related clerical and tactical functions related to shipping/receiving of /for samples and prototypes
* Assists and supports engineering projects/program according to assigned project requirements
* Supports aspects of project such as technical plans and product testing
* Supports Engineering staff in processes; collects and reports data
* Load customer orders into assigned delivery system; complete proper shipping information
* Marks material/prototype with identifying information and records amounts of materials or items received that pertains to customer prototypes and/or samples
* Uses internal system to enter/record support activities
* Prepares bills of lading/parcels for mailing
* Assists Project Engineer in preparation of Pre Trial binders for production.
* Assists Project Engineer in preparation of final CRO binder for Production release.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

* Accuracy - Ability to perform work accurately and thoroughly.
* Adaptability- Ability to adapt to change in the workplace
* Analytical skills- Ability to use thinking and reasoning to solve a problem
* Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
* Accountability- Ability to accept responsibility and account for his/her actions
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written- Ability to communicate in writing clearly and concisely
* Creative- Ability to think in such a way as to produce a new concept or idea
* Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
* Conflict Resolution-Ability to deal with others in antagonistic situations
* Detail oriented- Ability to pay attention to the minute details of a project or task
* Conceptual thinking- Ability to think in terms of abstract ideas
* Goal oriented- Ability to focus on a goal and obtain a pre-determined result
* Organized-Possessing the trait of being organized or following a systematic method of performing a task.
* Problem Solving- Ability to find a solution for or to deal proactively with work related problems
* Working Under Pressure- Ability to complete assigned tasks under stressful situations
* Systems analysis- Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
* Safety Awareness - Ability to identify and correct conditions that affect employee safety.

**SKILLS & ABILITIES**

**Education:** High school degree or GED

**Experience:** Six months to one year of related experience

**Computer Skills:** Working knowledge of Microsoft Office tools; Excel, Access, Word, PowerPoint ,

**Other Requirements:** Six months to one year warehouse, shipping and receiving experience

**License/Certification-** Forklift license, valid Drivers license

**PHYSICAL DEMANDS- SEE JOB TASKS ANALYSIS FOR OFFICE ADMINSTRATION**

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared by: Vivian Lee Date: \_\_\_7/26/2021

Department Manager Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title: Nikunj Kukadiya, Advanced Quality Engineering Manager

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.