



Position: Technical Project Coordinator – Egg Business Unit (Full-time)

Date Posted: April 2019

Department: Engineering – Egg Business Unit

Supervised By: Customer Engineering Manager – Egg Business Unit

Location: Holland, Michigan

Duties & Responsibilities:

The primary function of the Technical Project Coordinator is to review sales documentation of new projects and the coordination process of identifying part numbers and quantities required for order entry. The initial focus will be on US and Canadian Egg Business Unit projects.

- Interface with various departments including Sales, Estimating, Customer Service, Purchasing and Engineering to prepare orders for order entry.
- Communicate and coordinate with BDI in creating order part lists and order containers.
- Request new Part Numbers and Bills of Material as needed.
- Write and implement Bills of Material & Engineering Change Orders (ECO's).
- Recommend changes in procedures, standards and guidelines as needed.
- Coordinate “as sold “project drawing updates.
- Be sensitive to deadlines required in order to meet project schedule.
- Coordinate spare parts, operation/installation manual production and distribution.
- Assist in the development and documentation of quoting guidelines.
- Interface with Installation and After Sale Support personnel to provide product information and parts identification.
- Assist with preparation of special assembly instructions for Customers and Installers.
- Assist in the development, documentation and distribution of Product Bulletins.
- Visit Customers and Suppliers as needed.
- Other duties assigned as needed.

Qualifications:

- Minimum 2 year technical associates degree.
- 3-5 years experience in a technical sales oriented business environment.
 - Blue print reading
 - An understanding of a manufacturing and warehouse environment.
 - Experience with development of bills of materials.
- Experience with MSWord, Excel and PowerPoint applications.
- Good oral and written communication skills.
- Proven methods of good technical problem solving skills.