

## Engineering Project Coordinator

Are you a highly organized individual with a passion for engineering projects? Our company is seeking a dedicated Engineering Project Coordinator to join our team. As a crucial link between engineering, sales and marketing teams, you will play a pivotal role in facilitating the smooth execution of engineering projects from inception to completion. This role offers a unique opportunity to leverage your organizational skills and engineering knowledge to ensure projects stay on track, deadlines are met, and objectives are achieved. If you thrive in a fast-paced environment and enjoy working collaboratively to drive project success, we encourage you to apply and become an integral part of our dynamic team.

### About the Company

Connection Technology Center (CTC) is the global leader in the design & manufacture of cutting-edge vibration analysis hardware for machine condition monitoring. As a family-owned & operated business for 30 years, we are proud to play a crucial role in preventing operational disruptions, financial losses, and safety concerns for heavy industry. From small scale manufacturing to Fortune 500 companies in Paper & Pulp, Auto & Steel, Food & Beverage, Pharmaceutical, Mining and many more, our mission is to create products that help ensure seamless operational uptime and contribute to a safer, more efficient manufacturing future.

### Main Responsibilities

#### Project Planning and Scheduling:

- Assist in the development of project plans, timelines, and schedules.
- Coordinate with project managers and team members to ensure alignment with project objectives and deadlines.

#### Resource Management:

- Allocate resources, including personnel, equipment, and materials, to support project activities.
- Monitor resource utilization and identify any potential bottlenecks or constraints.

#### Documentation and Reporting:

- Maintain accurate project documentation, including project plans, meeting minutes, and progress reports.
- Prepare regular status updates and reports for project stakeholders.

#### Communication and Coordination:

- Serve as a central point of contact for project-related inquiries and communications.
- Facilitate communication between project team members, clients, vendors, and other stakeholders.

#### Quality Assurance:

- Ensure adherence to project quality standards and requirements.
- Conduct quality reviews and inspections to verify compliance with project specifications.

#### Change Management:

- Manage change requests and modifications to project scope, schedule, or resources.
- Assess the impact of proposed changes and communicate updates to relevant stakeholders.

## Requirements

- Bachelor's degree in Engineering, Project management, or related field.
- Proven experience in project coordination or management within the engineering industry.

## Knowledge, Skills, and Abilities

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Proficiency in project management software.
- Effective communication and interpersonal skills.
- Ability to adapt to changing priorities and work in a fast-paced environment.
- Must be able to work individually as well as in a small team environment.

## Work Location

This in-person position will work out of the Victor, NY facility.

## Salary Range:

\$55,000 - \$65,000

## Benefits

- Health Insurance
- Dental Insurance
- Vacation Time
- Sick Leave
- 401K plan with Employer Match
- Summer golf membership to Bristol Harbour Private Golf Course

## How to Apply

Please apply here: <https://ctconline.com/opportunities/careers-at-ctc/>

*Connection Technology Center (CTC) is an equal-opportunity employer. NYS law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity, prior conviction records, prior arrests, youthful offender adjudications or sealed records unless based upon bona fide occupational qualification or other exception, or any other protected characteristic as outlined by federal, state, or local laws.*