

# VFP Inc, Job Description

<b>Job Title</b>	<b>Project Coordinator</b>	<b>Reports To</b>	<b>Choose an item.</b> <b>Project Manager</b>
<b>Location</b>	<b>Roanoke VA Corp Office</b>	<b>Employment Classification</b>	<b>Full-time Non-Exemp</b>
<b>Department</b>	<b>500 - Marketing</b>	<b>FLSA Status</b>	<b>Salary</b>
<b>Pay Grade</b>	<b>Choose an item.</b>	<b>FLSA Exemption</b>	<b>N/A</b>
<b>EEO Classification</b>	<b>5 - Administrative</b>	<b>Date Written / Revised</b>	<b>10/29/21</b>

## Job Summary

Coordinates and administers project timeline for open orders. Responsible for overseeing the successful completion of product to meet customer mandated deadlines.

## Essential Job Functions

- Receives new customer orders from the Business Development Managers (BDM).
- Coordinates “kick-off” meetings with the Business Development Manager and Project Engineers.
- Responsible for distributing company generated approval drawings to the customer.
- Responsible for receiving, distributing, and reviewing returned customer drawing comments.
- Notifies the Business Development Manager and Bids and Proposals Manager when customer changes and/or requests impact product cost.
- Coordinates all “pre-construction” activities to ensure on-time product completion.
- Responsible for overseeing the schedule of events to be completed and communicating these goals to all team members.
- Communicates all relevant information to team members, such as change of schedule, change of product requirements, etc...

- Communication with the customer on timelines as to when deliverables are required to start production
- Communicates changes in schedule to the customer.
- Updating the PM Department's database of jobs.
- Participating in weekly project management meetings with Engineering and Production Departments.
- Works with the Purchasing Dept and our vendors to obtain material delivery dates.

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### **Other Duties and Responsibilities**

- Must have excellent time management, multitasking, and stress management skills to ensure that tasks are completed on schedule.
- Must have in depth knowledge of the various stages of product completion from purchase order receipt date to completion.
- Must have excellent communication skills and the ability to work well with others.
- Travel to production facility in company vehicle to meet with customers as the need arises

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### **Qualifications**

Education	One year certificate or associate's degree (A.A.) from a college or technical school. Project Management/Coordination experience a plus.
Experience	3 - 5 years
Certificates, Licenses or Registrations	
Knowledge/Skills	<ul style="list-style-type: none"> <li>· Excellent oral and written communication and interpersonal skills.</li> <li>· Ability to coordinate a high level of activity under a variety of conditions and constraints.</li> </ul>

- Overall knowledge of construction and/or electrical power distribution preferred.
- Basic knowledge of algebra and geometry and mathematical formulas.
- Must be detail orientated and highly organized.
- Must have excellent computer skills (Microsoft Office applications)

### Physical Requirements

Stand	Occasional, 1-25%	Stoop, kneel, couch or crawl	Occasional, 1-25%
Walk	Moderate, 26-50%	Carry	Occasional, 1-25%
Sit	Continuous, 76-100%	Talk or Hear	Continuous, 76-100%
Reach	Frequent, 51-75%	Lifting Requirements	Up to 25 lbs
Climb/balance	Occasional, 1-25%	Other	

### Work Environment

Wet or humid conditions (non-weather)	None	Hot or Cold conditions	None
Work near moving mechanical parts	None	Outdoor weather conditions	None
Work in high, precarious places	None	Vibration	None
Fumes or airborne particles	None	Loud Noise	None
Toxic or caustic chemicals	None	Other	

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**Personal Protective Equipment**

Safety Glasses/Goggles	No	Hand Protection	No
Steel Toe Shoes	No	Hearing Protection	No
Respirator	No	Fall Protection	No
Dusk Mask	No	Other	

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**Supervisory/Fiscal Responsibility**

Supervisory Responsibilities Not responsible for supervising others.

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Fiscal Responsibilities Has no budget responsibility.

Posted: 3/27/2023

Contact: [VFP](#)