



Title of Position and Code
Project Coordinator – Engineering – PCE-WA-21-03

Team/Department
Engineering

Reports To
Project Management Director

FLSA Status
Exempt

Project Coordinator – Engineering

H2E does the right thing for industrial clients and team members. The result is world-class electrical engineering, process, and design. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, WWTP, Utilities, DOE, Manufacturing and Wood Products. We are currently looking for an experienced Project Coordinator to work and grow with us at our Liberty Lake, WA headquarters.

About Your Work:

You will work with engineers, designers, and clients to coordinate industrial Electrical Engineering projects in Power and Controls/Automation. You will be part of the team to automate factories, sawmills, mines, manufacturing plants and hydroelectric facilities.

The best candidates will apply their extensive and diversified knowledge of the principles and practices of project management to coordinate multiple projects for Scope, Schedule, Budget, Safety and Quality. As the PCE, you will work on multiple projects that are under the direction of several different Project Managers (PMs). A substantial amount of time and work will be spent in the enterprise resource planning (ERP) system addressing project adherence to established policies, procedures, and work instructions.

Essential Responsibilities:

Project Pre-Planning

- Ensure that project scope has been clearly defined and documented and design inputs have been established and captured in the Design Input Log (DIL)
- A project schedule complete with milestones has been developed
- A project budget has been developed and resourced from a proposal Fee Estimate Worksheet (FEWS)
- Project quality and safety requirements has been addressed and documented

Planning

- Ensures that a Project Execution Plan has been prepared and documented by the PMs
- Review project scheduling and key project milestones, ensuring that the project schedule is available for team members
- Assist in risk definition, management, and mitigation. Escalate these issues when necessary to ensure minimal impact to quality, budget, and timeline
- Ensure that a Project Kick Off (PKO) meeting is held



Project Coordinator

Project Reporting and Administration

- Surveil Project Status Reports (PSRs) and Field Status Reports (FSRs) prepared by project personnel to ensure conformity to established procedures and guidelines

Resource Management

- Advise on project roles of team members based on project requirements, time frames, and budget
- Assist in determining resource requirements for projects based on project specifications and provide guidance in resourcing project efforts to the PMs

Project Control

- Ensure PMs manage scope creep through Client Change Requests (CCRs), internal change orders, phased delivery, or other methods to ensure projects deliver on timeline, scope, budget, and strategy expectations meeting internal and client expectations
- Surveil key project deliverables to ensure traceability of requirements, high quality, and client acceptance. Ensure Engineering Change Notices (ECNs) are executed per established policies and procedures as required
- Communicate progress, risks, expectations, timelines, milestones, and other key project metrics to Management

Technical Responsibilities

- Collects data and gathers information on project metrics and costs
- Performs computations or analysis on project metrics
- Develop reporting tools in the ERP system to report project performance metrics and resourcing

Organizational Responsibilities

- Provide PCE efforts on multiple projects efforts simultaneously
- Possesses advanced organizational skills
- Possesses advanced oral and written communication skills
- Makes authoritative decisions and recommendations to the PMs
- Continual self-improvement in interpersonal skills and effective oral and written communications
- Assist in resolving project related issues to move the team and the company forward
- Aid in the discussion of project quality, client and team satisfaction, and project success metrics during project review meetings

Minimum Qualifications:

- Minimum of five years Project Coordination or Project Management experience
- Knowledge of Microsoft Project required
- Bachelor's Degree preferred



Project Coordinator

- Project Management Professional (PMP) Certification preferred
- Knowledge of Deltek Vision ERP software preferred
- Ability to effectively communicate project related information to management
- Ability to work efficiently and effectively when managing multiple tasks
- Must be self-motivated, results oriented, and be flexible to work well under tight schedules in a fast-paced team environment
- Efficient in the use of MS Office software suite: Outlook, Excel, Word, OneNote, Project, and Access

What H2E Offers

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

How to Apply

Please review the position posting and respond with cover letter and resume. Apply via E-mail to recruiting1@H2Einc.com.