



# Project Coordinator

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 industries.

This full-time position is available at our Liberty Lake, WA location. Pay rates are established by the assigned role and level, which is determined by factors such as job-related skills, experience, and relevant education or training.

## About Your Work:

You will work with engineers, designers, and clients to coordinate industrial Electrical Engineering projects in Power and Controls/Automation. You will have the opportunity to automate factories, sawmills, mines, manufacturing plants and hydroelectric facilities. Your creativity is required.

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 have 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 Reporting and Administration

- Surveil Project Status Reports (PSRs) and Field Status Reports (FSRs) prepared by project personnel to ensure conformity with 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 by established policies and procedures as required
- Communicate progress, risks, expectations, timelines, milestones, and other key project metrics to Management



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## 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 PC 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

- Project Coordination or Project Management experience preferred
- Bachelor's Degree preferred
- Project Management Professional (PMP) Certification 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
- 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. Including previous work samples as appropriate is highly encouraged. Apply via our website at [h2einc.com](http://h2einc.com) or e-mail to [recruiting1@H2Einc.com](mailto:recruiting1@H2Einc.com).