

Project Coordinator

Permanent Position, Carmel IN

Hybrid (in office 2-3 days/week)

<https://in-momentum.com/job/engineering-project-coordinator/>

Overview:

We are an industry leader in the space of IoT technology! The company has been growing every year for the past several years and the momentum is continuing!

This position is ideal for the individual with 2-5 years of professional experience, wearing multiple hats to provide support of projects and project teams.

Rewards:

Your biggest reward will be expanding your professional knowledge and experiences as quickly as you choose! And in addition, you will receive competitive salary, excellent benefits, and an annual bonus. The work environment is very friendly; you will be surrounded by extremely capable professionals.

We are seeking a person who is eager to grow, and eager to be on the cutting edge of technology.

The compensation target, based on experience, is \$65,000 - \$95,000 base, plus additional bonus.

The Role:

The Project Coordinator (Engineering Coordinator) will

- Oversee project work plans and schedules, manage resource requirements based on SOA's
- Manage resource allocations of engineers in the US and abroad
- Track and report monthly utilizations and costs
- Create monthly expense projections
- Assist with the screening of candidates for employment
- Track engineering team professional certifications and licenses
- Facilitate meetings and drive team communications

Who are You?

We are a company of achievers and are seeking another fast learner to assist with our continued growth. The successful candidate should:

- Possess a BS or advanced degree in a Business or Computer-related major
- Be very proficient in Excel, resource management software and project management software products
- Enjoy solving problems in a fast-moving environment
- Be able (and eager) to quickly learn new technologies
- Have an outgoing personality with the ability to successfully collaborate with engineering, sales, and leadership personnel

- The perfect candidate will also have knowledge or enjoy learning about the world of industrial IoT

Additional – role may require minimal travel in US and potentially abroad

Contact:

Please send resume and contact information to:

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