

Vaughan Co., Inc., the world leader in severe duty chopper pumps and wastewater treatment equipment, is seeking an experienced Project Coordinator. We manufacture equipment for a variety of large municipal wastewater projects, including capital construction projects, facility upgrades, and design build projects.

Responsibilities for Project Coordinator

- Maintain and monitor projects to ensure on-time completion;
- Inspect work in progress to ensure conformity to contract and schedules;
- Work with project estimators, contracts department, accounting, and engineering to determine and define project scope and objectives;
- Manage a detailed project schedule and work plan, including setting targets for milestones, adhering to deadlines, and tracking progress;
- Provide project updates on a consistent basis;
- Manage contracts with purchasing and production teams by assigning tasks and communicating expected deliverables;
- Serving as a point of contact for teams when multiple units are assigned to the same project;
- Monitor progress and make adjustments as needed;
- Ensure resource availability and allocation;
- Manage changes to the project scope, project schedule and project costs;
- Report and escalate to management as needed;
- Create and maintain comprehensive project documentation;
- Develop comprehensive project plans to be shared with clients as well as other staff members.

Qualifications for Project Coordinator

- Bachelor's degree in business or related field of study
- 3-5 years of Project Coordinator and related experience
- Proven ability to solve problems creatively.
- Experience seeing projects through the full life cycle.
- Proven working experience in project expediting.
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope and timeline.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office, specifically Excel

Applications will not be provided. Please submit your **resume** and **references** by mail, fax or email. Do not apply in person.

Vaughan Co., Inc.
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