



## Project Coordinator

*Location: Orem, Utah*

Posting Date: 3/22/2021

Reports to: Sales Manager

FLSA Status: Exempt

Close Date: Until filled\*

## Let's get to work!

**Interested in rewarding work experiences where you can thrive personally and professionally? How about peace of mind knowing that you are part of a valued team in a growing organization?**

Come be part of our team!

### **ABOUT THE JOB**

The PC is a key part of the sales team and serves as the primary interface between Geneva Pipe and the customer to ensure that the right products are delivered to the customer at the right time. The PC has the principal responsibility, once a job is sold, to coordinate the manufacturing and delivery of the products to the customer in a timely, accurate and efficient manner. The overarching goal of the PC is to ensure that our customers receive the best possible customer service experience. The PC is also a key member of the sales team and works closely with sales to prepare quotes, perform takeoffs and any other duties that are required to achieve customer satisfaction.

### **ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES**

- Upon receipt of an order from a customer or a salesman, the PC assumes responsibility for that order until it is delivered to the customer.
- The PC will initiate contact with the customer for details on the product specifications, delivery location and schedule. The PC accurately inputs the order into Titan and coordinates with Sales and Production to assure the customer's needs are met.
- Should Scheduling/Production not be able to meet customer's delivery date, PC is to negotiate a new delivery date with the customer.
- PC will contact customer to define submittal requirements, manufacturing requirements, construction sequencing and delivery requirements, then meet with scheduling, production and dispatch to assure that the customer's needs are met.

If engineering is required for the product, the PC meets with engineering to have the product designed for manufacturing to the customer's specifications and submittals prepared and submitted

## EDUCATION/EXPERIENCE

- Experience in precast industry and excavation would be helpful, but not mandatory
- At least two years of previous experience working in an office setting
- High school diploma or GED
- Must have a positive attitude
- Ability to manage multiple tasks simultaneously
- Ability to work well as a team member
- Well-organized with attention to detail
- High energy, self-motivation, and personal integrity
- Excellent written and oral communication skills

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## TO APPLY

Sound like the job for you? [Click here](#) to apply online.

---

*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.*

*Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.*

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.*