COBEY®

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JOB DESCRIPTION

Title: Junior Project Engineer
Report to: Director of Project Management
Job Location: Buffalo, NY

Job Summary:

Provide overall administrative & technical support for Project Management, Engineering, and other critical business functions. Effectively manage multiple priorities with clarity and focus. The Project Expeditor role must establish strong relationships with internal customers, external customers, and suppliers to help facilitate successful project execution.

Duties and Responsibilities:

- Internal/external customer & supplier expediting.
- Help facilitate internal and external communications.
- Entry and tracking of customer requests & contract deliverables.
- Assist project engineering with customer follow up for technical and commercial clarifications, as necessary.
- Review & process customer drawing comments.
- Review & process vendor component drawings.
- Assist project management with the change order process when deviations from scope are identified.
- Assist with project data organization.
- Assist with supply chain management & engineered material procurement including creation of inquiries to sub-suppliers for the purpose of component selection and/or costing.
- Shipping coordination.
- Participate in NCR, CAR & process improvement activities.
- Work independently and within a team.
- Collaboration with project team members.
- Timely escalation of issues, as situation requires.
- Administrative and/or clerical duties, as required.

Customer Centric Skills and Abilities:

- Exceptional customer facing communication skills and ability to communicate clearly and professionally with clients, suppliers, and internal team on a regular basis, both verbally and in writing.
- Organized with strong attention to detail and ability to multi-task effectively.
- Driven and self-motivated with excellent follow-through.
- Math and analytical skills.
- Excellent time management skills.
- Proficiency in Microsoft Office suite software including highly developed Excel skills.
- Experience with Microsoft Access & Visio preferred.
- Ability to operate with minimal direct supervision.

Credentials and Experience:

- AS or BS in project management, engineering, business, supply chain management, or relevant field.
- 2+ years relative experience.
- Equivalent combination of education and experience.

Special Requirements:

- Willing to work overtime to meet deadlines.
- Occasional domestic and international travel.