

Title: Controls Project Coordinator II

Position Summary:

The Controls Project Coordinator II is a centralized position that reports directly to the Commercial Back Office Manager. This position works in conjunction with the Commercial Back Office Supervisor or Order Fulfillment Manager facilitating and funneling specific administration tasks from the branch level to corporate.

Key Duties and Responsibilities:

- Assists Controls Project Manager by managing daily internal administrative project needs
- Assists on how to manage sales orders, invoices, purchase orders, returns and credits for all managed projects
- Manages all request for subcontractor payment and submits to Project Managers for approval
- Maintain, update and track multiple financial spreadsheets for managing projects
- Ensures inventory on hand is sufficient to meet project and customer needs
- Minimizes zero move and excess stock, ensuring inventory turns exceed 4-truns
- Assists in managing local commercial controls warranty program
- Assists as needed in areas related to Purchasing
- Assists in maintaining and the accuracy of the Controls submittal and production backlog
- Assists in the preparation of required monthly, quarterly, and yearly reporting

Critical Knowledge and Skills:

- Accuracy, analytical skills and attention to detail are required
- Excellent interpersonal, oral & written communication, organization and teamwork skills
- Proficiency in Microsoft Excel required
- Strong multi-tasking skills
- Good judgment and planning skills
- Ability to interact with all levels of management
- Team player; co-operative; proactive; fast learner
- Ability to multi- task and work independently; to prioritize and perform tasks efficiently even when under pressure or time constraint and follow-through to completion
- HVAC partners knowledge a plus
- Proficiency in Sage a plus
- Basic understanding of factory policies a plus

Education and Experience:

- High School Diploma or equivalent

For information about this position, please contact the Human Resources Department:
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