



Project Coordinator

QPSI is actively searching for a **Project Coordinator** in the Macungie, PA facility. If interested, please submit your resume to Ana Reyes at areyes@qpsiusa.com.

Principle Job Function:

A Project Coordinator is responsible for managing and communicating all phases of parallel projects to ensure that strict timelines are followed, and both internal and external deadlines are met. The Project Coordinator is also responsible for managing and communicating with the client base internally and externally. This candidate is also responsible for managing various projects and timelines.

Principle Responsibilities/Essential Job Functions:

The ideal candidate will communicate effectively and professionally with all levels of QPSI management and external customers and vendors. Maintain and nurture customer and vendor relationships by consistently demonstrating superior customer service skills. Establish and communicate project objectives, timelines, and performance standards within boundaries of company policies and approved contract specifications. Update internal team with project readiness by closely tracking and monitoring availability of all approved documentation and product/components.

Gather project details from varied internal and external sources, and effectively communicate all details to internal team in an organized and strategic manner. Lead project and pre-launch meetings to review and communicate development details with production, mechanical, and Quality Assurance staff, as well as different levels of management. Micro-manage multiple projects simultaneously, using formal project planning techniques. Prepare and publish internal comprehensive reports detailing timelines, project progress, schedules, and any changes.

Document and communicate all necessary Special Work Orders (SWO) to sales team, which will encompass any overtime, materials, or changes not documented during the original quoting process. Review and approve customer sales orders to ensure accuracy against current quote, prior to submission to accounting, if needed. Monitor project progress against original plan, to ensure necessary measures are taken to meet on-time delivery. Perform Job Summaries (end of job reconciliations) and to submit to customer upon request. Investigate discrepancies/issues pertaining to planning/production department(s), and be available to offer detailed Corrective and Preventative Actions (CAPA) if necessary. Requisition special project supplies and consumable materials if needed. Work with internal receiving department and vendors/customers, to (1) provide detailed and strategic inbound delivery schedules, (2) to ensure a balanced in-out flow of materials in the warehouse, and (3) to target zero line down time due to material run-outs. Work with internal shipping department to provide project-specific shipping instructions, delivery dates, and special trailer requirements if necessary (ex-team drivers, temp-tale needs, etc).

Qualifications/Educational Requirements

- Bachelor's Degree; or equivalent combination of education and experience.
- 2-4 years working within the packaging or pharmaceutical industry
- Demonstrate extensive knowledge of all aspects of supply chain, including procurement, transportation, warehouse and distribution, inventory management, manufacturing and reverse logistics.
- Excellent oral and written communication skills, strong interpersonal skills, and superior organizational abilities.
- Ability to read, write, and understand English.
- Ability to take initiative, maintain confidentiality, meet deadlines, and work in a team environment essential.
- PC-based computing experience (Word, Excel, PowerPoint, Access). AS400 experience preferred.