



Universal Compressed Air
4647 Saucon Creek Rd. #200
Center Valley, PA 18034
(o) 610-515-8587 (f) 610-849-2798
www.UCAAir.com

JOB DESCRIPTION

Project Coordinator

Title/Scope:	Project Coordinator
Department:	Business Operations
Reports to:	Vice President – Business Operations
Location:	Center Valley, PA
Date:	February 9, 2023

Universal Compressed Air is a privately-owned and thriving high-technology business in Pennsylvania's Lehigh Valley focused on compressed air systems for industry. UCA brings decades of Industrial Gas expertise to Compressed Air Supply Systems (CAS). Our PIPELINE AIR™ CAS are designed, engineered, built, operated, and maintained to deliver compressed air as a utility and, in every case, an efficient, reliable, and application-tailored solution to maximize savings and optimize the end user's success.

POSITION SUMMARY

The Project Coordinator is responsible for execution of multiple aspects of the project execution work process within the Compressed Air Systems group of UCA. This includes responsibility, across multiple projects, for establishing and maintaining material control spreadsheets, data collection and reporting; for establishing and maintaining project document control and reporting for both internally generated and vendor supplied documentation; for establishing and maintaining purchase order logs, processing PO release to suppliers and tracking POs to completion; for collection of cost data related to purchase orders, internal/external engineering hours and input into forecast spreadsheets; for use, maintenance and continuous improvement of tools (e.g. Adept, Foundation, etc.) and work processes. The incumbent is responsible for ensuring compliance with all relevant UCA Engineering Work Practices (EWPs). Responsibilities will also include applying these skills to support ongoing CAS plant operations and such other responsibilities as may be determined by the company.

To fulfill the requirements of the position the incumbent must develop close working relationships and work collaboratively with the CAS Leadership Team, Project Managers, Project Engineers, all other CAS team members, Customers and Suppliers.

The major challenge of the position is to achieve success through working with a diverse team, timely and accurate processing of all project data, and being able to efficiently multi-task.

PRINCIPAL ACCOUNTABILITIES

- Develop and maintain project material control spreadsheets and issue periodic reports to enable proactive identification of issues.



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- Process all CAS purchase order releases to ensure that they have the proper instructions to the supplier regarding the order and the transmittal of documentation to/from UIG
- Receive all CAS vendor documentation, enter it into Adept and appropriately distribute to members of the project team for review/comment.
- Process all vendor documentation, including entry into Adept, returned by CAS to the vendor.
- Expedite vendor documentation, material and equipment deliveries as requested by project team members.
- Develop and maintain project PO tracking log, track PO to completion, and issue periodic reports.
- Collect project cost data relative to purchase orders and engineering hours and input into project cost spreadsheet to enable the forecasting work process.
- Utilize existing systems (Adept for document control; Foundation for purchasing and cost collection) and work processes in execution of project administrator responsibilities and proactively identify and feedback work process and system improvement opportunities.

JOB REQUIREMENTS

- Minimum B.S. Degree in business administration; engineering or science degree a plus.
- Minimum 2 years work experience in an industrial engineering/project teamwork environment.
- Strong verbal and written communication skills along with ability to effectively interface with customers.
- Travel up to 10% of time to Key Partners or Customers as required.
- Excellent verbal & written communication, organization, and problem-solving skills with attention to detail under tight deadlines.
- Proficient in Microsoft Office Suite, especially Word, Excel, and PowerPoint.
- Flexibility to work outside of business hours as required.

COMPENSATION & BENEFITS

Along with an exciting, growth-oriented work environment, we offer the following:

- Competitive compensation
- 401K with employer contribution
- Medical, dental, and vision plans
- PTO and paid holidays
- Flexible spending account

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.