



MFP Automation Engineering  
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**MFP is a leader in the fluid power industry specializing in hydraulics, pneumatics, automatic lubrication systems, and electrical automation. Our approach to the market is from a technical, problem solving aspect to best meet our customer's needs. Educating our customers about the advancements in automation technology has become the underlying theme for MFP Automation Engineering and continues to be a source of growth for our company. MFP is looking to hire a dedicated individual to fulfill our Project Coordinator position and join the MFP team.**

**Title:** Project Coordinator

**Status:** Full Time exempt/non-exempt

**Department:** Procurement & Scheduling

**Reports to:** Department Team Lead

**Purpose of the Position:** The Project Coordinator provides support to the quoting, production & procurement teams. This team member is responsible for accurate pricing, timely delivery of products and scheduling communication to ensure on-time delivery to our customers.

**Job Responsibilities:**

- Managing and overseeing production projects
- Strategic sourcing through developed supplier network to achieve competitive pricing
- Collaborates with production and sales team for customer expectations and delivery
- Develops and executes project pricing from quote to order
- Collaboration with engineering for project specifications and alternate sources/products
- Inventory management and allocation adjustments
- Scheduling assistance for proper labor allocation through production scheduling

**Preferred Qualifications:**

- Project management experience
- Demonstrated ability to work within an established supplier network
- Experience with ERP systems and some knowledge of engineering drawings
- Proficient in all Microsoft programs
- Strong organizational skills and time management
- Effective communicator both verbal and written
- Knowledge of 5S and Lean Manufacturing initiatives
- Ability to address and resolve manufacturer quality issues

**Critical Competencies:**

- Experience working in a supply chain department or project management
- Detail oriented and strong communication skills
- Passion to learn new software programs for daily use (ERP & Others)

**Supervisory Responsibility:** None

**Working Conditions:** Standard office environment

**Salary:** Negotiable

**Contact:** Email Chelsea Nelson at [cnelson@mifp.com](mailto:cnelson@mifp.com) resume and cover letter if interested.

**Reviewed and Agreed Upon:** \_\_\_\_\_