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# Example of Coordinator, Engineering Job Description

Our innovative and growing company is looking for a coordinator, engineering. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, engineering

* Coordinate training classes for the region
* Monitor and manage time card and expense compliance for area team members
* Review and track utilization for Delivery Manager
* Review and track time reporting for accuracy
* Maintain a register that lists all engineers, their technology, location, phone number, email, and Certifications
* Gap Analysis between Weekly Utilization of Oracle schedule and Project Manager/Program Manager forecasts
* Review WSR’s for risk to enter into the Risk Log
* Update and Maintain Engineers schedules based on PTO, project changes, and trainings
* Write and review training offer letters
* Track progress of training and Certifications

## Qualifications for coordinator, engineering

* Working knowledge of account payables, receivables, budgets, and expenditure control is a plus
* Highly proficient in SAP, 3 years of SAP work experience preferred
* Knowledge of whole vehicle attributes
* Highly proficient in the use of various office equipment, personal computers, and related software to include word processing, spreadsheets and databases including the use of advanced features such as macros, pivot tables
* Some working knowledge of SAP, Fireworks and Bidmaster, and systems such as OSP-FM, JDS, PEG, LFACS, NDS, ARMOR, JRM, Notify
* Minimum two years business experience in specific area related to job responsibilities or the equivalent in training and experience