



Example of Installation Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of installation coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for installation coordinator

- Ensure timely, accurate and complete data in the project folders to be passed on to stakeholders
 - Work as a team on trouble shooting unforeseen onsite conditions and minimizing additional costs
 - Generate submittal packages and close out documents and obtain project completion certificates from customers/installers
 - Work with outside repair technicians, guards, to ensure that signals are received and processed properly and that circuits and signaling devices are restored to normal operation
 - Update restricted data such as phone numbers, access cards, PIV
 - Communicates the details of the account installation to each internal department, as it pertains to their workflow
 - Oversee large orders (\$15K+) from a total order perspective to ensure customers' delivery and service expectations are met on projects
 - Work with external service providers to obtain and analyze quotes to determine cost for warehousing, installation or other special services via email and phone
 - Respond to multiple [pre or post order] requests over the phone or through email with internal and external customers and suppliers
 - Manage and close [Cherwell, customer, supplier] requests in accordance with established goals
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- Strong skills in project risk management including risk monitoring and control
- Some knowledge of the technical systems associated with synchrotron light sources or other accelerator facilities is a plus
- Experience in the use of-CAD software such as Pro-Engineer
- Outstanding communication skills, critical-thinking skills, organizational skills and problem-solving skills
- Excellent project management skills, good multitasking capacity and ability to prioritize projects and workload
- Understanding of construction is a plus