

If I Want to Meet Great People,

I simply go to work.

Known globally for its high-precision filling and closing machines, the Germany based groninger company is a world leader in highly sophisticated, innovative and customized solutions for manufacturers of pharmaceuticals and cosmetics. groninger USA, located in Charlotte, NC is the regional headquarter for our American and Canadian customer base. We offer an unparalleled work environment and outstanding career opportunities for manufacturing, sales, machine assembly, engineering, procurement and after sales support incl. field service. groninger USA LLC offers a competitive salary and outstanding benefits. Come see for yourself!

Project Coordinator

Full time position, reports to Service Team Leader



Your Tasks

- Coordinate customer projects internally:
 - Understand customer needs and groninger capabilities
 - Ensure project fulfillment tasks are completed accurately and timely
 - Track issues, escalations and resolution
- Enter customer requests, quotes and supporting documentation in our ERP system (PSI Penta).
- Process customer orders in our ERP system
- Work with engineers to bid projects to customer specifications.
- Work with logistics and procurement teams to meet project delivery and customer needs.
- Travel, as needed, to customer sites to coordinate projects, ensure successful installation and close-out projects.
- Technical understanding of machine function principles.
- Follow SOP's and workflows.
- Work 40 hours per week, ensure on-time attendance and be willing to work overtime.
- Available for domestic and international travel (10 – 25%).



Your Profile

- Good verbal and written communication skills.
- Strong organizational and time management skills with the ability to handle multiple tasks while completing quality work on a timely basis.
- 2+ years of experience handling basic project coordination tasks (planning, coordinating of projects and delivering excellent customer support).
- Experience with Microsoft Office and ERP systems including intermediate proficiency with Excel/Visio/Project.
- Ability to read machine schematics and detailed technical documents.
- Associates degree.

The Ideal Candidate

- Technical understanding of packaging machinery and the packaging industry.
- Experience in a pharmaceutical manufacturing environment (operations, QA, validation or project management).
- German language skills, verbal or written.

Please reply to:

jobs@groningerusa.com

