



2G-CENERGY Power Systems Technologies Inc.

Job Description

Job Title: Project Support Coordinator (PSC)

Reports to: Sales & Marketing Director

Summary / Purpose of Job:

The Project Support Coordinator is responsible to organize all aspects of projects from inception to completion. The PSC coordinates all elements of project orders with the factory, customers, sales team members, service support partners, internal and external constituents or any variety of stakeholders. He is also responsible for supporting customers in providing vital information. This function collaborates very closely with sales & marketing, engineering, production, and various corporate admin tasks, and allows the job holder to gradually develop, and to widen its operational management experience.

Main Duties and Responsibilities:

- 1)** Performing as key project support function, and coordinate all important administrative, logistical, and technical details with colleagues and customers.
- 2)** Understand each project thoroughly, plan, and monitor all necessary steps, project milestones, and organize all aspects of the project from start to finish.
- 3)** Coordinate with the factory project & engineering teams to establish realistic estimates and timelines for each project.
- 4)** Prepare reports, summaries, charts, graphs and PowerPoint presentations to facilitate and communicate projects and initiatives.
- 5)** Coordinate vendor contract and subcontract preparation for various projects and initiatives; and assist in preparing and formatting written materials.
- 6)** Attend project and initiative meetings, take notes and transcribe meeting minutes.



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- 7)** Maintain a designated project folder for each individual project, and manage good practice record keeping.
- 8)** Break the project into milestones and determine set times as well as budget figures for each segment.
- 9)** Communicate project status clearly and frequently with customers and the sales team, as well as with external vendors. Frequently collaborate with all stakeholders.
- 10)** Monitor and ensure that all parts of the project (engineering, manufacturing, logistics, installation, and commissioning) are getting completed efficiently and are in accordance with the time schedule.
- 11)** Develop detailed, clear and realistic project plans, estimates and schedules. Document all project requirements. Identify and coordinate team resource requirements, deliverables, and schedule technical work to be performed.
- 12)** Develop internal & external project management procedures to establish best in class customer experience.
- 13)** Monitor a number of project schedules simultaneously and coordinate with cross-functional team members which may include the factory and other external resources.
- 14)** Assist in the development and ongoing review of project coordination tools and suggest initiative/project coordination revisions.
- 15)** Answer phones, respond to inquiries (both verbal and written) and facilitate responses on complex issues; follow up with management to ensure requests are carried out and information is coordinated.
- 16)** Coordinate schedules for equipment installation, communicate with customers, and organize plant start-up schedules.
- 17)** Sporadically travel to the factory and keep up-dated regularly.
- 18)** Occasionally travel to jobsites, meet customers, and assist with inspections.



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19) Contribute to a pleasant and positive work atmosphere where all team members feel important and responsible.

20) Adapt to the diverse needs of a small team and address internal and external requirements with flexibility and creativity.

21) Perform other such tasks as needed and as requested by the President/CEO.

This description contains information necessary to describe and evaluate the job. It should not be construed as a detailed description of all work performed, but indicates the kinds of duties and skills expected.

Non-Essential Duties and Responsibilities:

1. Assists the Company in any necessary duties to achieve Company goals.
2. Performs other related duties as assigned.

Authority/Judgment/Disclosure/Financial Responsibility:

Authority Selections:

Limited supervision. Work is performed to a large extent on own responsibility after assignment, with some choice of method. Occasionally develops own method.

Judgment Decisions:

Mistakes and errors in judgment are moderate in nature and expensive to correct.



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Disclosure of Information Selections:

This position involves regular work with confidential information of major importance, which if disclosed may be detrimental to the company's interests.

Financial Responsibility Selections:

Purchases supplies necessary for overall performance, usually as directed.

Skills Required:

- Excellent written and verbal communication skills
 - Outstanding interpersonal skills
 - Exceptional technical understanding and abilities
 - Good understanding of complex products and technologies
 - Good understanding of administrative processes
 - Microsoft Office know-how
 - Must present a positive, professional, and team player attitude
 - Must be flexible and able to adapt to change quickly
 - German language skills would be a great advantage, but are not absolutely required
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Education & Experience:

- Some training in reference to project coordination
 - Preferable a person with some practical training / education (e.g. apprentice program, etc.)
 - AA or BB Degree or equivalent (e.g. trade school)
 - The candidate would normally have attained the required skills and knowledge through completion of adequate coursework / training, combined with related practical experience.
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Physical Requirements of the Position:

Medium work: Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

In an 8-hour day the employee must communicate with various customers, partners, colleagues, factory personnel, and must be able to constantly adapt his/her communication style to suit the different cultures.

Domestic U.S. travel, mainly by air, (approx. 20 days per year).

Occasional overseas travel to Germany with long-distance flights (up to 10 hours non-stop).

Visual Requirements of the Position:

Visual requirement equal to that for clerical administrative whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, etc.

Conclusion:

1. A review of this description has separated the marginal functions of the position that are incidental to the performance of fundamental job duties. All main duties and requirements are essential job functions.
2. All job requirements are subject to possible modification by the Company as deemed necessary.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

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151 College Drive – 15

Orange Park, FL – 32065 – USA

<http://www.2g-cenergy.com>

e-mail: info@2g-cenergy.com

Tel.: 904-579-3217 / 3057