

Project Coordinator

AWL Automation is a global leader in advanced automated machinery, delivering innovative, high-quality solutions to customers across a wide range of industries. Our success is built on technical excellence, teamwork, and disciplined project execution. As we continue to grow, we are seeking a motivated, detail-oriented Project Coordinator to support the planning, execution, and delivery of complex automation projects.

What Will Be Your Role?

As the Project Coordinator, you will work closely with the Project Manager, Operations, and production teams to ensure projects are executed efficiently, safely, and in accordance with technical, quality, and delivery requirements. You will coordinate resources, monitor progress, resolve issues, and provide day-to-day leadership to project teams.

What Do We Expect From You?

Core Responsibilities

- Coordinate daily project activities related to construction, testing, delivery, and commissioning.
- Review orders, drawings, and concepts with the Project Manager and support execution planning.
- Ensure availability of parts and sub-assemblies through coordination with the warehouse.
- Monitor project schedules, drawings, and progress; propose solutions when plans are not met.
- Lead weekly project meetings and collect daily project status data.
- Coordinate inspections, tests, machinery transport, and on-site commissioning.
- Provide direction and supervision to project team members across multiple disciplines.
- Communicate project status, risks, and changes to the Project Manager and Operations.
- Support customer interactions during delivery inspections and commissioning.

Knowledge & Skills

- Strong understanding of industrial automation, electrical or mechatronic systems.
- Experience with machine assembly, testing, inspections, and commissioning.
- Ability to read and interpret technical drawings and specifications.
- Effective project planning, organization, and problem-solving skills.
- Proven ability to coordinate and lead cross-functional teams.

Education & Experience

- Associate's Degree in Electrical, Mechatronics, or a related field, **or**
- Minimum of 3 years of equivalent relevant work experience.
- Working knowledge of safety, quality, and production-related procedures.

Travel

- Minimum 30% travel required, including domestic and international travel.
- Valid passport required or ability to obtain one promptly.

What Can You Expect From Us?

At AWL Automation, you will be part of a collaborative, technically focused organization where your contributions directly impact project success and customer satisfaction. We offer challenging automation projects, a supportive team environment, and opportunities for professional growth within a global organization.

Apply Today!

If you are a motivated professional who thrives in a hands-on, project-driven environment, we invite you to apply and become part of AWL Automation's continued success.