



Project Coordinator - Full Time

Job Title: Project Coordinator

Location: Traverse City, Michigan

Company: Machin Engineering

About Us:

Machin is a leading civil and structural engineering firm based in Traverse City, Michigan. We specialize in designing innovative solutions for deep foundations, dock and piling systems, building structures, heavy construction engineering support, geo-structural engineering, special structures, site civil, stormwater conveyance, and other civil engineering projects. With a commitment to excellence and sustainability, we pride ourselves on delivering high-quality engineering services to our clients across 36 states.

Job Summary:

We are seeking a self-motivated and eager to learn Project Coordinator to join our dynamic team. This role is responsible for supporting primarily the Project Managers, President, and project teams with administrative duties throughout the project lifecycle. They will take a proactive role assisting the Project Manager and project teams in moving the project forward and enhancing communication with the project team and Client and promoting and facilitating integration on the project.

Responsibilities:

- Maintain project calendar including project schedules and publish to the team utilizing Microsoft Planner or similar.
- Assist in preparation of any materials required for project proposals and pursuits.
- Support the processing of client and sub-consultant contracts, ensuring compliance with firm standards.
- Attend project and team meetings, record detailed meeting minutes, and distribute notes to internal and external stakeholders as required.
- Contribute to the preparation of project financial management reports.
- Monitor and track invoices and project payments.
- Develop and maintain written procedure documentation and standardized templates for project managers.
- Assist in tracking scope changes and preparing add service requests for client approval.
- Create, organize, and maintain project file storage systems to ensure accessibility and compliance.
- Assist project teams in distributing project materials to clients and industry partners.
- Perform additional responsibilities as required by business needs.

Qualifications:

- Bachelor's Degree.
- 2+ years of relevant work experience preferably in the engineering or construction industry.
- Excellent written and verbal communication skills.
- Strong problem-solving abilities, attention to detail, and eager to learn.



- The ideal candidate would be extremely organized with the ability to pivot on a moment's notice.
- Proficiency in project management software (MS Office applications including Word, Excel, Outlook, PowerPoint, SharePoint).
- Ability to work collaboratively in a team setting and independently on assigned tasks.
- Basic Bluebeam Revu skills a plus.

Why Join Machin Engineering?

- Work on diverse and impactful projects in a supportive and collaborative environment.
- Mentorship from experienced professionals in the industry.
- Competitive benefits in compensation, health, location, and wellness.
- Opportunity to explore a career in engineering while enjoying the beautiful surroundings of Traverse City, Michigan.