



Exciting Opportunity to Support COTSWORKS' Engineering Team

COTSWORKS is seeking an Engineering Coordinator to support our exciting and growing Mil/Aero market for in-house designed and manufactured optoelectronic products and solutions.

The **Engineering Coordinator** supports engineering activities such as project schedules and departmental processes and assists the Director with handling staff requests. Equally important to this role is helping with the inventory management system by checking materials in and out, performing physical counts, ordering material at reorder points, and accurate data entry of information for project and engineering build details. This job is a full-time, hourly position with a pay range of \$19.50 to \$23.00 (based on skills and experience). **U.S. citizenship is required** (No Green card or Visa).

COTSWORKS, INC. designs and manufactures rugged optical components and subsystems to operate in harsh environments. Products are utilized worldwide in commercial and military aerospace and tactical, oil and gas, and other industrial markets. Our state-of-the-art manufacturing facility produces over 100,000 mission-critical rugged optoelectronic and interconnect products yearly. The company maintains a quality program with ISO 9100:2015 + AS9100D Certification and ATEX Compliance.

Your tasks may include the following:

- Provides general administrative assistance to the Director and members of the Engineering Team.
- Assists the team by scheduling meetings, preparing presentations, and maintaining updates to the Department calendar.
- Assists with circulating project information and statuses to the appropriate individuals within the team and other departments.
- Performs accurate entry of large amounts of data into spreadsheets and databases with guidance from the engineers.
- Keeps detailed records and organizes the department's digital filing system.
- Assists with the upkeep of an organized inventory management system to include materials, quotes, lead times, and stock levels.
- Orders materials and supplies for engineers and technicians expeditiously and checks materials received for accuracy and quantity.
- Performs prep work for engineering build kits.

Qualification requirements include:

- High school diploma with two (2) or more years of experience in a business environment.
- Three (3) years of intermediate-level experience with Microsoft Office Suites (i.e., Word, Excel, Outlook, PowerPoint) and associated computer-related skills.
- Strong writing and verbal communication and presentation skills for various types of audiences.
- Proficient organizational, time management, and problem-solving skills.
- Demonstrates flexibility and adaptability in workstyle to better respond to multiple requests/tasks and handle sudden changes in priorities; highly detail-oriented.
- Demonstrates effective interpersonal skills with the ability to interact with others in a positive, calm, and patient manner; must enjoy helping others.
- Conducts oneself with a high level of professionalism and personal integrity.

Have we piqued your interest or raised your curiosity? If so, join our industry-leading team as we grow and help change how communication systems are made in aircraft and military applications. Contact us to see if this cutting-edge organization, with exciting applications and customers, could be for you!

Apply online by uploading your resume at www.cotsworks.com/careers. Full-time employees can enroll in our comprehensive benefits programs. COTSWORKS provides equal employment opportunity to all employees and applicants.

