



Job Description PROGRAM COORDINATOR

Full Time Position

Job Summary:

- Be the main point of contact with the customer and resolve issues in production and customer service to get needs met and product scheduled by working with all departments at Zentech.
- Provide direction and support to project coordinator and other team members.
- Retrieve daily EDI and update orders in O/E and ERP systems.
- Expedite orders as required.
- Verify expected delivery dates.
- Create part numbers and product structures as required.
- Verify kits are complete and ready for production.
- Determine obsolete, alternates, and long lead time components.
- Work with purchasing to make sure materials are coming in on time.
- Communicate to customers any component and/or delivery issues as needed.
- Other duties as assigned.

Minimum Skills/Abilities Requirements:

- 4 year Degree required or previous work experience.
- Computer skills including working knowledge of excel required.
- Strong communication skills.
- Strong business acumen in project planning and management.
- Attention to detail required.
- Understanding software systems a plus.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands, reach with hands and arms; and talk or hear.

This position may require exposure to information which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the



Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.