

Engineering Project Coordinator

StreamTech Engineering, LLC - St. Louis, MO

About StreamTech Engineering

StreamTech Engineering is a leading material handling systems integrator. With over 18 years in business and hundreds of projects, we deliver comprehensive fulfillment automation systems using our in-house developed WCS software and controls architecture. We integrate best-of-breed equipment—conveyors, goods-to-person robots, camera vision, and labeling—into complete solutions.

We help warehouse operations leaders tackle tough e-commerce fulfillment challenges. Our proprietary technologies for dimensioning, checkweighing, print-apply shipping, document insertion, and control systems allow us to deliver high-performing solutions with clear ROI.

Customers across 3PL, D2C e-commerce, cold chain, cosmetics, healthcare, and other industries rely on StreamTech automation to address labor, throughput, cost, scalability, and customer satisfaction—boosting profitability and maximizing warehouse efficiency.

Position Summary

The Engineering Project Coordinator plays a key role in supporting the successful execution of StreamTech's engineered automation projects. This position works closely with the Sr. Project Manager/Engineering leader and Project Engineers to ensure projects are organized, documented, scheduled, and progressing according to plan.

This role functions similarly to a project manager, coordinating tasks across engineering, procurement, logistics, subcontractors, and customers, while maintaining an exceptionally high level of professionalism, communication, and attention to detail.

The ideal candidate is proactive, organized, technically inclined, and thrives in a fast-moving project environment.

Project Coordination & Administration

- Take ownership of assigned projects and provide day-to-day coordination.
- Set up project documentation, templates, and internal tracking tools for new projects.
- Maintain project schedules, action lists, and follow-up items to keep teams on track.
- Prepare, submit, track, and reconcile project change orders.
- Assist with customer communication, including routing requests and scheduling meetings or check-ins to keep projects and alignment on track.

Procurement & Logistics

- Work with Project Engineers to order, track, and receive project materials.
- Coordinate incoming and outgoing shipments, including arranging freight and truck logistics.
- Maintain accurate records of purchased materials, deliveries, and inventory tied to specific projects.

Subcontractor Coordination

- Identify, solicit bids from, and schedule subcontractors for installations across the United States.
- Serve as the administrative point of contact for subcontractors, ensuring they have correct scope, schedules, and site information.

Cross-Department Coordination

- Communicate effectively with Engineering, Controls, Software, and Operations to ensure alignment across project milestones.
- Support the Engineering Operations Manager with administrative and organizational tasks as needed.

Qualifications & Skills

Required

- Associate's Degree preferred; equivalent experience in project coordination, operations, engineering support, or related roles accepted.
- Strong organizational and task-management skills with the ability to handle multiple projects simultaneously.
- Excellent communication skills - both written and verbal - with a customer-focused mindset.
- High proficiency in MS Office, Google Workspace, and general computer literacy.
- Experience with QuickBooks or similar accounting/ERP tools.
- Solid problem-solving skills and ability to anticipate needs before they arise.
- Technical aptitude and comfort working around industrial equipment.
- Experience coordinating engineering, construction, automation, or manufacturing projects.
- Familiarity with logistics, freight scheduling, or subcontractor management.
- Ability to safely operate basic power tools (drill, impact driver, miter saw).
- Willingness to travel occasionally to project sites or vendor locations.

Professional Attributes

- Positive, solutions-oriented attitude, even in challenging situations.
- Professional appearance and demeanor that reflect well on StreamTech.
- Strong follow-through and accountability.
- Commitment to improving internal processes and supporting team success.
- Desire to grow with the company and take on greater responsibility over time.