

# Administrative Project Coordinator & Procurement Specialist

StreamTech Engineering, LLC – St. Louis, MO (Full-Time in Person)

## Position Summary

The Administrative Project Coordinator and Procurement Specialist plays a vital role in supporting StreamTech Engineering's automation projects by improving communication and keeping documentation, procurement, and project records accurate, organized, and up to date.

This position supports multiple active automation projects and works closely with Operations, Engineering, Project Management, Accounting, Vendors, and Contractors to ensure materials, documentation, and project records are properly maintained throughout the project lifecycle.

This role is ideal for a highly organized person who thrives in a fast-paced, project-driven environment and understands the importance of structure, communication, and follow-through. **The right candidate is comfortable working within active project schedules, coordinating vendors and materials, and supporting technical project teams where deadlines and dependencies matter.**

## Key Responsibilities

### Project Coordination & Administration

- Maintain organized digital project files and documentation
- Set up project folders and internal systems upon handoff from Sales
- Track key project milestones, deliverables, and open action items
- Support maintenance of project schedules and task tracking in coordination with Project Managers
- Support smooth handoffs between Sales, Engineering, Operations, and Project Management
- Provide day-to-day coordination support to Project Managers and Engineering teams on active projects
- Maintain internal visibility into project status, materials, and open issues

### Documentation Control

- Prepare, organize, and track project documentation including purchase orders, submittals, change orders, invoices, and closeout packages
- Maintain current approved versions of project documents
- Ensure documentation aligns with StreamTech standards and customer requirements

### Procurement Responsibilities

- Collaborate with Project Managers and Engineers to understand project procurement needs
- Request vendor quotes and prepare purchase orders
- Track purchase orders from issuance through delivery
- Maintain accurate Bills of Materials
- Monitor lead times and notify internal teams of schedule impacts
- Communicate vendor changes, delays, or issues
- Coordinate closely with vendors to support on-time delivery of materials aligned with project schedules

### **Contractor Coordination and Recordkeeping**

- Maintain records for subcontractors including quotes, certificates of insurance, and payment schedules
- Track documentation and notify teams of expirations or missing items

### **Shipping and Receiving Support**

- Check in and organize incoming project materials
- Coordinate inbound freight and supplier pickups
- Assist with outbound shipment scheduling
- Notify teams of material discrepancies

### **ERP and Financial Support**

- Assist with project setup in company systems
- Track billing milestones
- Support invoice documentation and change order tracking
- Support project financial tracking related to procurement and change activity (this role does not perform accounting functions)

### **Communication and Coordination**

- Serve as administrative point of contact between teams and vendors
- Provide procurement and documentation status updates
- Support timely communication to prevent project delays
- Proactively flag risks, material delays, or documentation gaps that could impact project schedules

## Required Qualifications

- Two or more years of related experience
- Superior communication skills, good at using both phone and email
- Strong organizational and documentation skills
- High attention to detail
- Proficiency with Google Workspace and Microsoft Office
- Bachelor's Degree: Business, Communication, or related field

## Preferred Qualifications

- Experience supporting active projects in automation, manufacturing, industrial, or construction-style environments
- Familiarity with working inside project schedules, material tracking, and vendor coordination workflows
- Familiarity with ERP systems such as QuickBooks, Odoo, or Acumatica
- Exposure to project management or scheduling tools (e.g., Smartsheet, MS Project, or similar)

## What Success Looks Like

- Organized and accessible project documentation
- Accurate and timely procurement aligned to project schedules
- Current contractor compliance records
- Clear internal visibility into material and vendor status
- Fewer project delays due to missing materials or documentation gaps

## Who You Are

You are organized, reliable, and detail-oriented. You take pride in keeping projects structured and running smoothly behind the scenes.

**You are comfortable working on technical or automation projects where schedules, materials, vendors, and deadlines must stay aligned. You communicate proactively, take ownership of your responsibilities, and understand how strong coordination directly impacts project execution.**