



**Boston Jobs & Living Wage Posting
October 7, 2020**

Project Coordinator

Join our logistics team as a Project Coordinator responsible for communicating project schedules and tracking information in the ERP system for the delivery of capital equipment.

Essential Duties:

Enters and maintains detailed project schedules and special delivery requirements in ERP system

Coordinates delivery schedule with the Service Department to ensure timely instrument installation

Connects with customers in preparation for instrument delivery to discuss room readiness, special requirements, potential obstacles, and the material delivery plan.

Issues purchase order release instructions to vendors to ensure that all materials arrive at the customer site on time for installations.

Notifies Project Manager of room renovations or special requirements which may impact delivery dates

Coordinates the delivery of instruments with the Traffic team.

Requirements:

Bachelor's degree (B.A. or B.S.) from a four-year College or university; plus, one to three years of related experience or an equivalent combination of education and experience

Successful candidate will have an attention to detail, organizational skills, and excellent customer service ability

Proficiency with Microsoft Office Suite and ERP systems

Experience with NetSuite ERP is desired

About JEOL:

Since 1949, the JEOL legacy has been one of providing solutions for innovation. JEOL positively challenges the world's highest technology, forever contributing to the progress in both Science and Human society through its products. We have 60 years of expertise in the field of electron microscopy, more than 50 years in mass spectrometry and NMR spectrometry, and more than 40 years of e-beam lithography leadership. The primary business of JEOL USA is the sales of new instruments and peripherals and support of scientific instruments throughout the United States, Canada, Mexico, and South America.

What we offer:

JEOL offers competitive salaries and a comprehensive benefits package including a 401K plan with a match and company contribution, and opportunities to advance within the organization. If you have the desire to work in an industry where your work contributes to progress in science and society, **please complete an online application at www.jeolusa.com/careers** or fax resume in confidence to Human Resources at (978) 536-2484.

To gain insight about what it's like to work at JEOL please view our employee videos at <http://www.jeolusa.com/ABOUT-US/Career-Opportunities/Working-at-JEOL>

JEOL is an Affirmative Action/ Equal Opportunity Employer. Applications from minorities, females, veterans, and individuals with disabilities are strongly encouraged.

EOE/Minorities/Females/Vet/Disabled

