

Occupational Description

Position Title	Engineering Coordinator
Reports to	Engineering Manager
Job Type	Full-Time
Job Code	EG113

Position purpose

- Support the engineering and manufacturing teams with design and manufacturing projects
- Support the strategic sourcing process for new materials and products
- Assist the manufacturing team with prototype machine builds and troubleshooting
- Support the research and development of novel technologies, products, and processing methods

Duties and responsibilities

- Communicate with suppliers and source new project materials and externally manufactured products
- Assist the mechanical engineering team with part modeling in SolidWorks
- Assist with drafting and product drawing release in SolidWorks PDM
- Design, source, and build jigs and fixtures for internally manufactured custom parts
- Work with the engineering teams to understand design intent and become the lead for machine assembly
- Support the manufacturing team during prototype builds to ensure machine assembly is done as per engineering design intent and in a safe and efficient manner
- Draft assembly instructions/procedures as required and train the manufacturing and assembly teams
- Communicate project status and progress to the Engineering Manager.
- Ad-hoc requests as required from time to time to ensure the successful operations of the company.

Qualifications

- Education
 - Bachelor's degree in Engineering or Diploma in Engineering Technology is required.
- Certification
 - Registered Engineer-in-Training with Engineers and Geoscientists of British Columbia preferred
 - Class 5 clean driver's license with access to a car.
- Experience
 - Experience in an organization manufacturing high tech, engineered products or systems preferred.
 - Hands-on experience creating and modifying SolidWorks 3D CAD and 2D drawings required.
 - Experience reading and interpreting engineer drawings and electrical schematics is required.
 - Experience with Geometric Dimensioning and Tolerancing (GD&T) would be considered an asset.
 - Hands-on experience with CNC machining, welding, or industrial equipment would be an asset.
 - Formal project management training would be considered an asset.
- Skills and Abilities



- Professional etiquette (both written and verbal) with co-workers, customers, vendors and individuals visiting NuWave Research.
- Strong work ethic, and ability to work positively and respectfully with co-workers.
- Strong ability to manage time and multiple priorities to achieve high-quality deliverables and avoid bottlenecks.
- Works well under pressure to meet multiple and sometimes competing deadlines; remains positive, flexible, resourceful and efficient.

Physical requirements

- Ability to walk, sit, or stand for extended periods and navigate safely in an industrial environment (e.g., ladders, stairs, stationary and moving industrial equipment). Must be able to lift 11.3 kg/25 lb.
- Ability to work in closed spaces and/or elevated heights with the proper safety equipment.

Direct reports

- none

Approved by:	
Date approved:	
Reviewed:	