



The Nautique Boat Company has an immediate opening for a Project Coordinator to be part of our company's legacy of high performance boats.

Join Our Team: Nautique Boat Company has an outstanding career opportunity available at our boat manufacturing facility in East Orlando, FL. We are celebrating 93 years of excellence in the marine industry, Nautique Boat Company is a subsidiary of Correct Craft and has been on the waters of the world with a passion for innovation since 1925. Nautique is known to push the envelope of possibility on the water, and our owners have come to expect nothing but the absolute best. The world's best ski boat, world's best wake boat, and a company that cares. Through our Nautique Cares initiatives we're dedicated to not only making a difference on the water, but to people in need around the world. To learn more visit <http://www.nautique.com/contact/careers>

**Job Description:** This position will provide key support to the Nautique team to define scope, track costs, deliverables and integration timeline from concept design, prototype and production integration. In addition, coordinate with internal and external customers/partners, schedule, support and manage meetings, and seek and communicate timely decisions and support day-to-day project management and coordination activities.

#### **Essential Duties and Responsibilities:**

- Coordinate with the Program Manager, to determine project impact to overall organization's project and resource planning
- Support team in all administrative tasks; including vendor coordination and follow-up, schedule and support team meetings, updating project status and reminding team of upcoming milestones and deliverables.
- Manage schedule to ensure parts, equipment, production jigs and fixtures and other key deliverables are met for pre-production and full production operations
- Record, track and report on project and capital costs and determine impact to overall program
- Complete all necessary project documentation for both the customer and the internal Nautique team
- Assist Program Manager on day-to-day activities
- Create development project plans from start to finish and ability to assign priority
- Manage several diverse projects at the same time
- Support product development and design department initiatives, plans, and strategic goals

#### **Qualifications:**

- Ability to confront and resolve conflict, when needed for the success of the project/program
- Ability to make effective and persuasive speeches and presentations and provide critical updates
- Be focused on the details to ensure all necessary tasks/issues are accomplished on time and on schedule
- Be flexible to support team in rescoping and/or impact to projects when direction/decisions change due to ever-changing market conditions
- Patience and good temperament while dealing with internal and external customers
- Team player
- Strong work ethic with ability to work well under pressure, high initiative, and ability to handle multiple tasks

- Knowledge of boating, manufacturing or vendor lead-times, a plus
- Excellent organizational skills and self-motivated

**Education and/or Experience:**

- Bachelor's degree or 3-5 years coordinating projects
- Project Management experience
- Excellent computer skills and proficiency including: Excel, charts & graphs, PowerPoint, and Microsoft Outlook

**Physical Requirements:**

- Must be able to work in a manufacturing environment.
- Must be able to wear proper safety equipment when necessary.
- Ability to lift 40 pounds may be required.

We offer attractive, competitive benefits including: medical, dental, vision, life, STD, LTD, paid vacation, education assistance and a 401K plan.

Qualified Applicants can apply at [www.nautique.com/careers](http://www.nautique.com/careers), by email at [hrapp@nautique.com](mailto:hrapp@nautique.com)

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