



Engineering Coordinator: 4/2017

Department: Engineering
Job Title: Engineering Coordinator

Schedule: M-F 8:00am-5:00pm (1 hour lunch)
Location: Corporate (Salisbury, MD)

Essential Functions:

- Translate specs and requirements into drawings, material lists and assembly drawings
- Maintain up to date templates for all shop drawings
- Render any other shop drawings as needed
- Maintain schedule of jobs being engineered, in progress, and completed
- Prepare materials needed for completed jobs

Position Qualifications:

- Training with AutoCAD
- Proficiency with Microsoft Word and Excel
- Basic knowledge of construction
- Proficiency reading blueprints and technical drawings
- Ability to organize information and materials
- Ability to apply spatial reasoning to design new or custom parts and assemblies

Delaware Elevator offers competitive wages, benefits and an excellent working environment.

Interested candidates can contact Michelle Phillips, Human Resources Coordinator, at mphillips@delawareelevator.com or 410-749-3489 ext. 1079.