



## **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](mailto:mphillips@delawareelevator.com) or 410-749-3489 ext. 1079.*